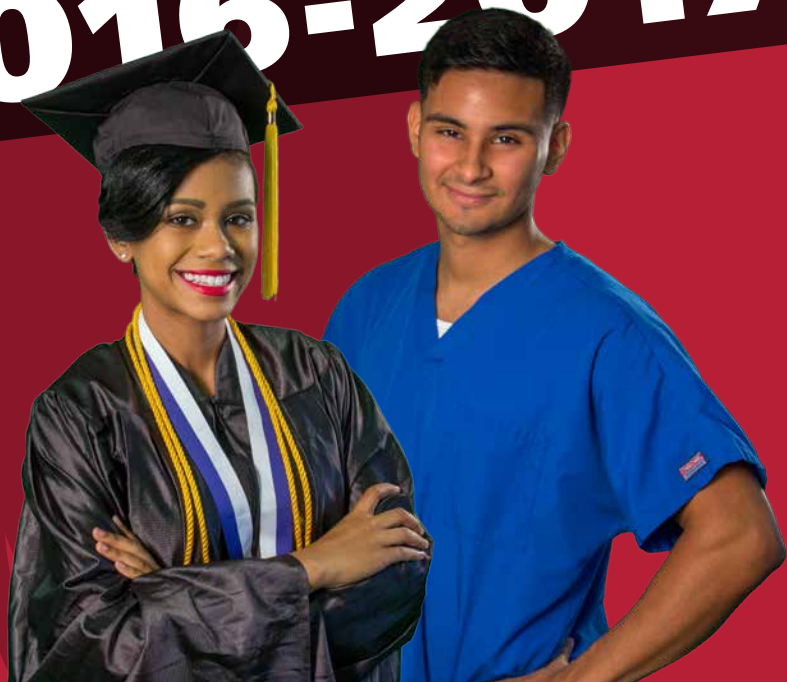


 College of the Mainland®

# STUDENT HANDBOOK

2016-2017



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## Message from the President

Greetings!

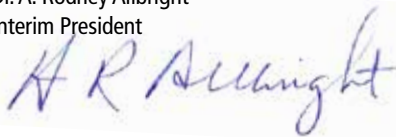
I am pleased that you have an interest in College of the Mainland, and I encourage you to explore this publication to learn more about how our outstanding faculty and dedicated support staff can help you design an academic road map that can lead to your future success. Here you will find a welcoming, supportive environment in which our top priority is your success. We offer affordable, high-quality higher education with flexible access since we offer classes during the day, at night and on the Internet.

College of the Mainland is committed to academic excellence, and students completing the associate degree program are able to transfer successfully to universities in Texas or elsewhere to complete a bachelor's degree or beyond. Our career-related associate degree and certificate programs provide a pathway directly to high skill, high demand jobs in healthcare, public safety, business and industry. Another part of our mission is to provide quick response training needed by businesses and industry in our region in order to help provide a strong, vibrant economy. Short-term training is available in many fields to provide emerging workforce skills or to upgrade skills required for successful careers.

If your academic skills in math, English, or reading need refreshing, College of the Mainland offers developmental education courses to help you succeed in college courses. Academic support is available from our expert faculty to computerized labs to tutors for individual and group assistance.

College of the Mainland is the best place to begin your educational journey to a brighter future. We can help you earn your associate degree as a foundation to transfer to a university or provide the education and training needed for the emerging jobs of the 21st century. Let us help you design the roadmap to your success.

Sincerely,  
Dr. A. Rodney Allbright  
Interim President



## Accreditation

College of the Mainland is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of College of the Mainland. The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.

## Notices

College of the Mainland is an equal opportunity/affirmative action educational institution and employer. Students, faculty and staff members are selected without regard to their race, color, creed, sex or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964, and Executive Order 11246 as issued and amended.

College of the Mainland does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of its program and activities, as specified by federal laws and regulations within Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Acts of 1990 and 1992.

College of the Mainland does not discriminate in its education programs and activities on the basis of sex. Inquiries concerning the application of Title IX of the Education Amendments of 1972, as amended, may be referred to the College's Title IX Coordinator or the U.S. Department of Education's Office of Civil Rights. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments: Michelle Valdes, Director of Student Success Center, mvaldes1@com.edu, 1200 Amburn Road, Texas City, Texas 77591, 409-933-8124.

## Student Intellectual Property Statement

Students are encouraged to publish, copyright, invent, and/or patent materials and objects of their own creation, which will contribute to the advancement of knowledge. If using College facilities or resources, students are subject to COM's policy on student intellectual property, which governs ownership and use of these creations.

## Mission

College of the Mainland is a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities we serve.

## Vision

College of the Mainland will be a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse, dynamic and global environment.

## Values

- Student Success and Academic Excellence
- Continuous Improvement and Accountability
- Mutual Respect and Civility
- Diversity and Inclusiveness
- Innovation and Adaptability
- Campus and Community Collaboration

## 2014-2017 Strategic Goals

1. Develop processes and procedures to ensure that students have a successful start to their college experience.
2. Eliminate obstacles from the student's pathway as they proceed on their academic journey.
3. Enhance student engagement, keeping the students interested in staying on course.
4. Provide high-quality instruction and instructional support services.
5. Provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.
6. Provide services/processes that connect the College to the community in a mutually growth-enhancing cycle.

## WHAT IS THE QUALITY ENHANCEMENT PLAN (QEP)?

College of the Mainland's QEP topic is "Find Your Voice at COM: Oral Communication Across the Curriculum." Based on a two-year selection process, oral communication was chosen because employers cited oral communication as one of the top skills they seek from college graduates, while data indicated that this skill was not emphasized in College of the Mainland courses.

In fall 2013, College of the Mainland implemented the QEP by incorporating oral communication into selected classes, and additional classes were added in fall 2014. The QEP-enhanced classes were selected based on high-enrollment in core curriculum courses and workforce programs. If our assessment indicates that students are improving their oral communication skills, oral communication will be incorporated into other core curriculum and workforce courses. As a result of the QEP implementation, not only will our students gain confidence in their speaking skills but they also will be able to communicate their ideas in a clear, effective manner appropriate to their audiences. This, in turn, will enhance their ability to compete successfully in the workplace.

### Updates/Changes to Student Handbook

College of the Mainland strives to make accurate and current information readily available to our students. The most up-to-date version of this Student Handbook is available online at [www.com.edu/student-services/student-handbook.php](http://www.com.edu/student-services/student-handbook.php). Note that information contained in this handbook is subject to change at any time.

### Survival Tips

#### Attend and complete New Student Orientation (NSO).

For information about NSO call 409-933-8379 or visit the Student Success Center located in the Enrollment Center, Room 158, prior to the start of classes.

#### Go to class.

Attendance is important to your grade and your success.

#### Be on time.

Arriving late to class is distracting to the professor and other students. More importantly, it causes you to miss course content.

#### Ask for help.

Ask staff, faculty, counselors or fellow students; don't be shy! See a list of contact names and numbers and tutoring labs in the back of this handbook.

#### Be informed.

Get up-to-date information by reading College and student publications, including the Student Handbook, and by visiting the College website at [www.com.edu](http://www.com.edu). Be sure to get your COM ID and carry it with you while on campus.

#### Get involved.

Participate in campus activities and join student organizations. Get your monthly Student Life calendar in the Student Life Office (SC-116) or online at [www.com.edu/student-life](http://www.com.edu/student-life).

#### Communicate with instructors.

Visit/call your instructors during office hours and ask questions or email them.

#### Study

Create daily study time, join study groups and attend tutoring sessions.

## STUDENT SERVICES

The staff in Student Services is committed to assisting COM students secure opportunities for growth and development by providing programming, services and activities that complement formal instructional programs.

COM is dedicated to providing programs and activities that are socially and culturally diverse. We encourage student leadership on campus and in the community, foster a sense of kinship among the members of the campus community, and broaden the prospects of practicing what has been learned in the classroom setting.

Students who have ideas for campus improvement are strongly encouraged to stop by the Office of the Vice President for Student Services in the Enrollment Center, or call 409-933-8619.

Departments within Student Services:

- VP Office, Student Services
- Admissions and Records
- Advisement, Counseling, Career Services and Students with Disabilities
- Testing Services
- Recruitment
- Student Conduct
- Student Financial Services
- Student Life and Recreation
- TRiO-Upward Bound and Student Support Services
- Veterans Services

### Student Services

#### College-wide Initiatives:

- High School Articulated Credit – High School articulation is an agreement to match high school career and technical education (CTE) courses with college workforce courses included in credit workforce certificate or Associate of Applied Science degrees. College of the Mainland participates in the state-wide Advanced Technical Credit (ATC)

program which allows Texas high school graduates to receive college credit for high school ATC designated courses at any participating community college in Texas. COM credit is offered for ATC high school courses aligned with college-level workforce courses in the current edition of the catalog; however, college credit is only awarded for ATC courses taught by high school teachers meeting ATC requirements. Students should visit with their high school counselor to discuss opportunities for earning college credit for CTE courses available at their high school. For more information, call 409-933 8259.

- Behavioral Intervention Team – The BIT extends campus support and community resource information to students in crisis. For more information, call 409-933-8379.
- Collegiate High School – This early college high school program allows students to obtain both high school and college credits. Many of the participants in this program obtain an associate degree prior to getting their high school diploma. For more information, call 409-933-8169.
- Dual Credit/Concurrent Enrollment – This program allows students to make substantial progress toward their college degree while still attending their high school. For more information, call 409-933-8679.
- Early Warning – This system of collaboration between faculty and student success professionals where a faculty member contacts the Counseling Department when a student has been underperforming or not attending classes. Contact is made with the student to determine what services may assist the student in becoming successful in that class. For more information, call 409-933-8379.

- International Student Services – The International Student Advisor is located in the Student Center, room 206, and provides student advocacy and support services to international students. For more information, call 409-933-8653.
- Math Tutoring Lab - Technical Vocational Building, Rm. 1532. The Math Tutoring Lab provides free walk-in tutoring services for all students enrolled in a math course and access to supplemental resources such as Internet access, tutorials on video/CD-ROM and informational handouts. A lab schedule is provided on the Math Tutoring Lab website and available sessions and times will be posted outside Room T-1532 each semester. No appointment is necessary. For more information, visit the Math Tutoring Lab webpage at [www.com.edu/computer-labs/math-tutoring-lab](http://www.com.edu/computer-labs/math-tutoring-lab). For more information, call 409-933-8445.
- The Multicultural Committee is composed of college volunteers who work together to offer educational events celebrating nationally recognized cultural heritage and history months, as well as other cultural holidays. The mission of the Multicultural Committee is to foster the awareness and appreciation of diversity, multiculturalism, and global interdependence for students, employees and the community by sponsoring, supporting, and promoting educational and cultural events and activities on campus. For more information visit <http://www.com.edu/diversity-and-inclusion/multicultural-committee> or call 409-933-8502 or 409-933-8257.
- New Student Orientation – All new students must complete this orientation that provides basic information about all on-campus resources, activities and opportunities for students to become engaged on campus. For more information, call 409-933-8379.
- One-Stop Enrollment Center – The one-stop

Enrollment Center provides all services that a student needs to register for classes in a single location on campus. For more information, call 409-933-8379.

- Psychology for Success – A study of the psychology of learning, cognition and motivation; factors that impact lifelong learning; and application of learning strategies in college, career and daily life. For more information, call 409-933-8134.
- Instructional Assessment Lab – Located in the Technical Vocational Building Room 1528A. The computer lab offers all students the opportunity to test in a quiet monitored setting. Class scheduling requires an appointment with the lab assistants, (409) 933-8248. All others are available on a walk-in basis. Students must register with a valid photo ID.
- Speaking, Reading and Writing Center – The Speaking, Reading and Writing Center offers free tutoring services to all COM students. Tutors can help with a writing, reading or oral presentation for any class, not only English or speech classes. They also offer help with content and grammatical/mechanical questions. For more information, call 409-933-8702.
- Student Life – Various student activities, programs and events are provided throughout the semester that allow students an opportunity to connect with other students, faculty and staff on campus. Activities include educational workshops, student faculty luncheon/mixers, SGA events, and a multitude of fun activities that reflect the current interests of our students. For more information, call 409-933-8180.
- Student Clubs and Organizations – There are a variety of clubs and organizations including Student Government Association, Phi Theta Kappa (PTK) and Pi Kappa Delta (PKD) that provide students the opportunity to connect with advisors and other students with similar interests. For more information, call 409-933-8180.

- Student Recreation Sports – Students participate in team sports and have various competitions against neighboring schools. For more information, call 409-933-8180.
- Student Support Services (TRiO) – This program offers 185 low-income, first-generation students and students with disabilities intensive support including tutoring, financial aid assistance, financial literacy training and study skills training, as well as exposure to various cultural experiences to assist students in successfully maneuvering the higher education system. For more information, call 409-933-8525.
- Supplemental Instruction – provides tutoring outside of class to enhance course content. For more information, call 409-933-8369 or 409-933-8325.
- Tuition Courtesy Calls – Personal phone calls are made to each student who is scheduled for de-registration because of lack of payment. Students are asked if additional information or support is needed to assist the student in meeting the payment deadline. Statistics are collected during each courtesy-calling activity to improve the effectiveness of the process. For more information, call 409-933-8663.
- Upward Bound (TRiO) – The Upward Bound Program is funded through the U.S. Department of Education and provides support to high school students in the areas of academic support, social skills, financial literacy and the college admission process. For more information, call 409-933-8525.

### Welcome Center

Enrollment Center Lobby, 409-933-8227

The COM Welcome Center, located in the Enrollment Center lobby, is a one-stop information center to find answers to questions or concerns. The Welcome Center provides information about admissions, special events, directions and other COM services. The

Center is accessible when the College is open and is staffed Monday and Tuesday, 8 a.m. to 7 p.m., and Wednesday through Friday, 8 a.m. to 5 p.m.

### Student ID Card

A COM Student ID is now required for all students attending College of the Mainland and is issued at the time of registration after a portion or all applicable fees have been paid. Students are encouraged to get their card as soon as possible because some COM facilities and services are only available when a COM Student ID is presented. After the first issue, the card will automatically be electronically validated each semester after registration and payment of the appropriate fees. A \$5 replacement fee is charged for a lost or stolen student ID card. Student IDs can be obtained at the front desk of the Gym.

## ADMISSIONS, RECORDS AND REGISTRATION INFORMATION

Admissions and Records Office Enrollment Center, Rm. 139  
409-933-8264

The Admissions and Records Office is the place to begin the college experience at COM. Here and in the current credit class schedule you will find answers to admissions, readmission, transferring to or from COM, registration, adding or dropping courses, withdrawing from college and graduation questions. This is the place to complete the forms and other paperwork that are needed by every student.

Special Note: Notify the Admissions and Records Office immediately should you change your name, telephone, address or any other information that may affect your enrollment status or student record.



## Six-Course Drop Limit (TEC 51.907)

A new law provides that undergraduate students enrolling as first-time freshmen at a public institution of higher education in Texas in Fall 2007 or thereafter will be limited to a total of six dropped courses during their entire undergraduate career. Please note the following information.

The six-drop limit includes all courses dropped from all Texas public colleges/universities you have attended.

Drops that count in the limit are those for which you receive a grade of W on your College of the Mainland transcript and those equivalent affected drops reported on transcripts from other Texas public colleges and universities. All of these combined cannot be more than six. If you started college in Fall 2007 or thereafter and then transfer to College of the Mainland from an affected Texas public college or university with six drops, the equivalent of W, you may not drop any additional courses at College of the Mainland. If you transfer with fewer than six, you may only drop the remainder at College of the Mainland.

After you have the equivalent of six grades of W from College of the Mainland and/or other affected institutions in total, you must receive grades of A, B, C, D or F if you drop additional courses.

Drops that don't count in the limit are those for which you withdraw from an entire term (you totally withdraw from all courses at the same time). This means that all parts of a term are considered as one term. (e.g., If you drop a three-week course (mini) but remain enrolled in a five-week or 16-week course, you will not have "withdrawn" for the term.) Please notify the Admissions and Records Office if it is your intent to

withdraw before you drop so the courses can be marked appropriately. Drops from developmental courses do not count in the limit (any course with a "0" first in the course number, e.g., MATH 0305).

Courses taken while still in high school do not count in the limit. Once you enroll at College of the Mainland after high school graduation, any drops after that time will count.

If you attended college anywhere prior to Fall 2007, you are excluded from this law.

There are exemptions to this six-course drop limit including severe illness, care for a sick person, death of a family member, active duty military, withdrawing for the term, change of work schedule beyond student's control and other good cause as determined by the institution. These exemptions are requested from the Admissions and Records Office and must be made prior to dropping the course. Documentation is required.

You should fully understand this new drop limit before you drop any of your courses. If you have questions or need assistance, please visit Advising or the Admissions and Records Office.

## Applying for Graduation

Students applying for graduation must meet with their academic advisor and have a degree plan attached to their signed graduation application. Graduation applications should only be submitted to the Office of Admissions and Records during the semester of completion.

## Incomplete Grades

The Incomplete Grade ("I") is a temporary grade given when a student has experienced unforeseen circumstances beyond the student's control which results in the student being unable to successfully complete the course within the time frame of the semester. An "I" may be assigned only if, in the judgment of the instructor, the student:

- can complete the course outcomes with minimal instructional assistance and without attending additional class sessions
  - has completed a majority of the assigned course work
  - is in good standing (passing the course)
- Additionally, an "I" may be assigned only when one of the following circumstances is met:

- 1) Only a single assignment (exam, paper, presentation, or project) is still outstanding OR
- 2) No more than 25% of the points possible in the class are still outstanding.

In cases where an instructor agrees to assign an "I", the instructor must complete a triPLICATE "I" Contract form for the student who receives an "I" as the course grade on the grade roster. The "I" contract will specify the course requirements that must be completed and the due date for the work to be submitted (no later than one year from when grade was assigned). A copy of the "I" Contract form should be attached to the grade sheet, and the student and instructor will retain a copy.

After the student has successfully completed the requirements of the "I" contract, the instructor will complete and submit a Change of Grade form, changing the "I" to the appropriate permanent grade. When the Change of Grade form is used to change an "I" to a letter grade, only the instructor is required to sign the form. If after one year the student fails to complete the requirements of the "I" contract, the "I" will automatically be converted to an "F".

## FINANCIAL AID

Enrollment Center, Room A-150  
409-933-8274

College of the Mainland can help students find financial assistance through federal, state, and local aid. Students can apply for financial assistance through the Student Financial Services Office or online through the website. The Student Financial Services Office assists students with grants, loans, scholarships and work-study programs. Assistance with filling out the Free Application for Federal Student Aid (FAFSA) is also available.

### Carl Perkins Child Care Grant

The Student Financial Services Office administers a child care grant for low-income technical-vocational students. Students applying for the child care grant must be Pell Grant recipients enrolled at least half-time (6 hours) in a technical-vocational program.

### Student Financial Aid Checklist

- Apply for admission to COM and have all required forms filled out prior to registration.
- Complete the FASFA as early as possible and by priority deadline dates.
- Provide accurate information that can be verified by supporting documentation.
- Provide verification of income (tax transcripts, W-2 transcripts) and other data as requested.
- Read the COM Catalog for refund policies, courses offered, degree plans, tuition and fees and financial aid responsibilities and obligations.
- Notify the Admissions Office of any change in address, name, marital status, income, course load, etc.
- Reapply for financial aid each academic year.
- For loan recipients, be enrolled in at least six credit hours each semester.

## Important Financial Aid Policies

### Change of Enrollment Status

Because of certain requirements regarding federal, state and veterans financial assistance, students who do not meet the attendance rules for class may be reported to the Student Financial Services Office for non-attendance or if their absences are deemed excessive. The Student Financial Services Office will then report the student's non-compliance to the funding source if applicable. The same applies if a student drops below the required semester hours or withdraws from the College. Federal aid recipients will also be monitored because a change in enrollment status may require a student to return a portion of the aid to the federal government.

### Financial Aid Repayment Policy

Students receiving federal and/or state loans and/or grants who withdraw from the College may be liable to repay all or a portion of the aid they received in accordance with federal/state law, donor requirements or policies and procedures published in the current college catalog. Students are strongly encouraged to be knowledgeable of their responsibilities and obligations regarding repayment of financial aid funds and/or loan defaults.

### Financial Aid Warning/Probation

Following the first semester in which the standards of academic progress are not met, the student will be placed on warning for the next semester of enrollment. A student who fails to meet the standards of academic progress during the semester of attendance while on warning will be placed on probation and denied further funding. Students who have attempted 150 percent of their degree or certificate program, usually 90 hours for a two-year degree or 45 hours for a one-year certificate program, are automatically ineligible for financial aid and are placed on probation.

## Financial Aid Probation Appeal Policy

A student who has been placed on financial probation may submit a written appeal with supporting documentation to the Student Financial Aid Satisfactory Academic Appeals Committee. The Appeals Committee membership consists of two (2) voting faculty members (a third is appointed to serve as an alternate in the absence of one of the two faculty members) and three voting representatives from the Student Services areas. The Director of Student Financial Aid and the Assistant Director of Student Financial Aid are non-voting members of the committee. A quorum consists of five members and at least three must be voting members.

Appeals are accepted for extenuating circumstances such as illness, death of an immediate family member or undue hardship. Students who have their appeals approved will be placed on an academic plan and continue on financial aid probation until they meet satisfactory academic progress or complete a degree. Appeal application forms are available online and in the Student Financial Services Office. Appeals will be reviewed at various times in each semester. Check with the Student Financial Services Office for dates and deadlines. If an appeal is denied, the student may request to meet with the Appeals Committee if additional documentation can be provided. Decisions of the Appeals Committee are final.

## OFFICE FOR VETERAN SUCCESS

Enrollment Center, RM 148  
409-933-8455

College of the Mainland is an approved facility for VA educational training. The Office for Veteran Success assists veteran students and their eligible dependents in securing VA educational benefits. The office processes GI Bill and Hazelwood applications. In addition, we provide information, as well as academic advising and counseling veterans and their dependents regarding eligibility requirements along with monitoring academic progress and providing referrals to other agencies. Veterans and their eligible dependents should contact the VA Regional Office to determine the specific chapter of benefits for which they are eligible. The VA Regional Office can be contacted at 1-888-GIBILL-1 or 1-888-442-4551. Hazelwood applicants can log onto the Texas Veterans Commission website at [www.tvc.texas.gov](http://www.tvc.texas.gov).

## STUDENT SCHOLARSHIPS

COM Foundation, Appomattox Square, Ste. 13  
409-933-8508

College of the Mainland Foundation offers scholarships to both current and prospective COM students of all majors, whether attending full-time or part-time. By filling out just one application, you will be considered for all scholarships for which you qualify. All scholarships are awarded through a competitive application process. To apply or for more information please go to [www.com.edu/scholarships](http://www.com.edu/scholarships).

## STUDENT SUCCESS CENTER

Enrollment Center, Rm. 158  
409-933-8379

### Academic Advisement

Enrollment Center, Rm. 158,  
409-933-8379

Advisors work with students in setting and achieving academic and life goals through career exploration, course selection, degree and transfer planning. Information may also be obtained by calling 409-933-8379.

### Counseling Services

Enrollment Center, Rm. 158  
409-933-8379

Counseling Services offers both learning and personal support for a wide range of issues for students. It is recognized that a number of different factors can affect the academic success of our students. Workshops and individual sessions are available to assist students in recognizing and working toward their academic goals. Students who may need assistance with goal setting, problem solving, study skills, motivation or communicating effectively can access services in the Student Success Center. For additional information, call 409-933-8379.

## Services for Students with Disabilities

Enrollment Center, Rm. 158  
409-933-8379

The mission of Services for Students with Disabilities is to provide a variety of support services and supply students with disabilities with the resources needed to enroll and successfully complete their course work and/or degree plan. The office works with each student on an individual basis to determine and implement appropriate and reasonable accommodations. Students requesting services are responsible for contacting the Counselor for Students with Disabilities upon admission and providing current documentation from a qualified professional verifying their disability and the need for services.

Services are coordinated to fit the individual needs of the student and may include, but are not limited to:

- Exam and classroom accommodations;
- Academic services: participation in student success workshops;
- Academic counseling;
- Referral to on- and off-campus resources;
- Advocacy; and
- Sign Language Interpreting Services (when requested in advance).

Additional information, along with a brochure of services and sources of campus support and equipment, is available in the Student Success Center in the Enrollment Center, Room 158. Information may also be obtained by contacting 409-933-8524 or 409-933-8379.

## Career Services

Enrollment Center, Rm. 158  
409-933-8379

Career Services provides opportunities to learn job search skills that include completing a job application, cover letter and résumé assistance, establishing employment contacts and successful interview techniques to help land a job. Updated information about jobs in the community is maintained and available for student use. The COM website posts new employment and internship opportunities for current students, alumni and surrounding community. Local and regional employers occasionally conduct recruitment activities on campus. All services are free to COM students. Career assessments are available to help choose a major, identify a career path and select a best-fit career. Students are offered information on writing résumés, preparing for interviews and other tools necessary to find a job.

## TESTING SERVICES

Enrollment Center, Rm. 126  
409-933-8676

The Testing Center promotes academic achievement and success by providing efficient and accessible services in a secure testing environment. Tests available for COM students include TSI placement test, GED, Credit by Examination (CLEP, department credit by exams, DSST etc.), Certipoint, Pearson VUE and COM often serves as a local site for LSAT, MPRS, and ACT exams. The Testing Center also serves as a site for distance education tests, departmental make-up exams, correspondence course exams and testing for specialized programs. Information is available on the website [www.com.edu/testing-center](http://www.com.edu/testing-center), the current college Catalog or at the Testing Services Office located in the Enrollment Center Building.

## STUDENT SUPPORT SERVICES

Student Center, Rm. 212  
409-933-8525

The Office for Student Support Services is designed to meet the special academic support needs of qualified COM students. To be eligible to receive services, a COM student must either be:

- a first-generation college student where neither parent has a four-year college degree;
- financially disadvantaged; or
- have a disability as defined by the Americans With Disabilities Act.

Services available to qualified students include academic, career and personal counseling, tutoring, financial aid information and assistance, field trips to cultural events and four-year colleges, referrals to campus and community resources and workshops on strategies and techniques to help students succeed in college.

The TRiO-Student Support Services Office is located on the second floor of the Student Center. Students seeking additional information can drop in or call 409-933-8525. All services are free to qualified COM students.

## STUDENT HELP CENTER

Enrollment Center Lobby

Getting you connected to the right place, at the right time, the first time!

The Student Help Center works with prospective and current students who aren't sure where to find answers to their questions or help with an important concern.

We offer on site and by phone:

- Assistance and guidance for prospective and current students who are struggling with multiple concerns and are not sure whom to ask
- Assistance with completing the admissions, registration and fee payment processes
- Support with completing necessary college forms and applications
- Help with navigating our website
- Information about local resources to help student go to or stay in college.

For information on how to set up personalized accounts, FACTS and E-cashier, please refer to the Useful Information section of this handbook.

### Hours

Monday and Tuesday 8 a.m. – 7 p.m.

Wednesday through Friday 8 a.m. – 5 p.m.

### Phone

409-933-8663 or toll free 888-258-8859 during business hours.

*How may we serve you?*

## STUDENT LIFE

### Student Clubs and Organizations,

Student Center, Room 116, 409-933-8180

Student clubs and organizations allow students to socialize, gain skills and learn about leadership. Students are highly encouraged to participate in one or more of the following clubs and organizations.

For information about joining or starting a new club or organization, contact the Student Life Office at 409-933-8180.

### Student Government Association (SGA)

Advisors: Sean Skipworth, 409-933-8303  
and Doug Alvarez, 409-933-8435

Website: [www.com.edu/sga](http://www.com.edu/sga)

Email: [sga@com.edu](mailto:sga@com.edu)

The Student Government Association is made up of an elected body of officers and one representative from each active student organization. The role of SGA is to promote student participation in the decision-making process, to serve and to represent the student body. In addition, SGA and the Student Life Department will plan and develop educational, recreational, social, cultural and entertainment programs for the college community. Participants can develop leadership skills and learn to organize special events. Monthly meetings are open to the college community, and all credit students are invited to participate.

### Student Leadership Opportunities

Students are invited to serve on college councils, committees and task forces. Additional opportunities are available through Student Government Association. For more information, contact Sean Skipworth at 409-933-8303.

### Student's Role in Institutional Decision-Making

Students at COM are encouraged to be a part of the governance and decision-making process. There are a number of ways that this participation can occur. The Student Government Association, which is made up of the leadership of all of student clubs and organizations, meets monthly. College administrators attend these meetings regularly to get feedback from students. The president of the Student Government Association is a member of the President's Advisory Council and is responsible for representing the student body with College leadership.

Student club and organization leaders are included in strategic planning, College retreats and other planning activities. Students also serve on a number of standing and ad-hoc committees. The student service fee is allocated to student clubs and organizations as well as used for student activity functions. A student activities fee committee meets annually, and students are involved in making decisions about the allocation of these funds. The Student Life Office designs and develops a comprehensive schedule of student life activities. All students are invited to participate in these events.

In addition, every board of trustees' monthly meeting has a standing invitation for students to present ideas and/or concerns. Also, the College administration meets with students in a public hearing several times every academic year in order to hear students' concerns.

## **Phi Theta Kappa (PTK, International Honor Society)**

Advisors: NaQui Davidson, 409-933-8190;  
Nathan Goldman, 409-933-8257  
and Dalel Serda, 409-933-8497

Email: [ptk@com.edu](mailto:ptk@com.edu)

Website: [www.ptk.org](http://www.ptk.org) (International)

or [www.txptk.org](http://www.txptk.org) (Texas)

Facebook: [www.facebook.com/ptk.sigma.delta](http://www.facebook.com/ptk.sigma.delta)

Phi Theta Kappa is the official international honors society of community colleges. The purpose of Phi Theta Kappa is to recognize and encourage academic excellence among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, intellectual exchange of ideas and ideals, lively fellowship for the scholars and stimulation of interest in continuing academic excellence. To be eligible, you must complete 12 credit hours at College of the Mainland with a cumulative GPA of 3.5 or higher. You must maintain a GPA of 3.0 or higher after joining the society.

## **Pi Kappa Delta (PKD, Debate Team)**

Advisor: Cody Smith, 409-933-8211

Email: [debate@com.edu](mailto:debate@com.edu)

Pi Kappa Delta (PKD) is a national honor society that promotes the practice and study of argumentation and debate through on and off-campus activities. Pi Kappa Delta is the oldest national collegiate forensic organization with over 80,000 alumni members. Participation and travel with the debate team in competitions are required for eligibility for Pi Kappa Delta membership.

## **Student Recreation and Club Sports**

Website: [www.com.edu/recreation](http://www.com.edu/recreation)

Email: [studentact@com.edu](mailto:studentact@com.edu)

Student Recreation and Club Sports are other avenues for students to get involved at COM. Student recreation activities allow COM students of all skill levels to play sports throughout the semester. Club sports are competitive games for male and female students with structured practices overseen by a coach. Students commit to travel to games in the Houston area.

## **Veterans Organization**

Advisors: Detra Levice, 409-933-8247;  
Roger Mora, 409-933-8249

Email: [veterans@com.edu](mailto:veterans@com.edu)

The veterans' organization ensures that veterans, active-duty personnel, reservists and their families receive all benefits entitled to them. This organization also provides re-adjustment resources and provides students and successful alumni a network for professional development.

## **American Society of Safety Engineers (ASSE) Student Section of the Gulf Coast chapter**

Email: [asse@com.edu](mailto:asse@com.edu)

This club is for students who plan careers as safety professionals. It provides additional educational and leadership opportunities for students to learn more about their chosen area of study and to promote interaction between students and professionals in the field of safety.

## **Art Club**

Email: [artclub@com.edu](mailto:artclub@com.edu)

The Art Club provides artistic experiences for all students interested in works of the imagination and the cultures that produce them. The Art Club regularly visits museums, attends lectures and special exhibits, hosts workshops and offers drawing field trips to zoos and libraries.



## **Collegiate High School Student Club (Nu Psi)**

Email: [NuPsi@com.edu](mailto:NuPsi@com.edu)

Nu Psi offers community service projects, leadership opportunities and educational field trips for club members.

## **COM Fit Club**

Email: [fitnessclub@com.edu](mailto:fitnessclub@com.edu)

The COM Fit Club is for students interested in exercise, health and fitness. It provides an outlet to students who wish to exercise on a regular basis, learn about proper nutrition and become involved in community health events. It is also for those who have an interest in the fields of coaching, exercise science, recreation, personal training, physical therapy and/or nutrition. Find us on Facebook – College of the Mainland Physical Education, Sport and Recreation.

## **Computer Club**

Email: [compsci@com.edu](mailto:compsci@com.edu)  
or [fbryan@com.edu](mailto:fbryan@com.edu)

The purpose of the Computer Club is to promote Information Technology and help develop an interest in this growing field. The goals of this club are to energize current students in COM's computer-related programs and courses, such as Computer Science, Networking, Computer Programming, Web Programming, and Database Fundamentals. Some of the activities include outside speaker presentations, technology updates, field trips and competitions.

## **Cosmetology Club**

Email: [cosmetology@com.edu](mailto:cosmetology@com.edu)

The Cosmetology Club encourages leadership and unity among the members. Students work together, have fun and serve people in the community. As a club, students attend hair shows and work together as a family. Members mentor other members in big sister-little sister relationships.

## **Comic Book Club**

Email: [comicbookclub@com.edu](mailto:comicbookclub@com.edu)

The Comic Book Club's purpose is to discuss, enjoy, and promote comic books, graphic novels, and other related media at College of the Mainland.

## **Gamer's Union**

Email: [studentact@com.edu](mailto:studentact@com.edu)

The purpose of the Gamer's Union is to promote the essence of competitive gaming, the fundamental belief of good sportsmanship and to enhance our daily lives by incorporating teamwork and leadership through the enjoyment of gaming. Students in this club participate in bi-weekly gaming sessions, hold workshops and organize tournaments.

## **Hispanic Student Club**

Email: [HispanicStudents@com.edu](mailto:HispanicStudents@com.edu)

The Hispanic Student Organization (HSO) is a successor organization to the Dream Act Leadership Organization due to the legislative changes in the USA. The HSO aims to bring awareness about the Hispanic culture, history, and language to the college community through different cultural, educational, social, and political events and activities. Some of the activities that HSO sponsors include Spanish tutoring, Hispanic film and poetry events, Cinco de Mayo celebration, Hispanic Heritage Month events, and the International Festival. The HSO also focuses on the recruitment and success of students at College of the Mainland.

## **Japanese Culture Club**

Email: [japanesecultureclub@com.edu](mailto:japanesecultureclub@com.edu)

The Japanese Culture Club promotes knowledge and interest in all aspects of Japanese culture, particularly anime and literature. This club intends to encourage cultural awareness through discussion; watching films and anime; reading manga or other texts; taking field trips to conventions, festivals or museums (at least one a year); and inviting educational speakers.

## **Lesbian, Gay, Bisexual, Transgender (LGBT) Club**

Email: [lgbtclub@com.edu](mailto:lgbtclub@com.edu)

This club strives to unite LGBT students by encouraging support, building awareness, advocating students and providing a safe environment to discuss LGBT topics. Students are also given opportunities to build leadership and teamwork skills by planning workshops and working on community projects with other clubs.

## **Newspaper Club**

Email: [newspaperclub@com.edu](mailto:newspaperclub@com.edu)

The Newspaper club publishes a bi-monthly student newspaper called the COM Chronicle. Regular columns include information on campus events, other club activities, music suggestions, photo essays and more.

## **Organization of African American Culture (OAAC)**

Email: [studentact@com.edu](mailto:studentact@com.edu)

OAAC was established in 1978 as an organization that provides a venue for members to participate in leadership-skill-building activities and events reflecting life in a diverse society. Community outreach is a major focal point for the organization.

## **Process Technology Student Organization (PTEC Club)**

Email: [PTEC@com.edu](mailto:PTEC@com.edu)

The PTEC Club strives to create awareness of the career opportunities within the process technology industry. The group provides support among members, including academic support (tutoring/peer review), industry tours, career preparation (mock interviewing/resume building) and fundraising, while maintaining academic and legal integrity.

## **Science Club**

Email: [scienceclub@com.edu](mailto:scienceclub@com.edu)

The Science Club promotes awareness and appreciation of the natural sciences by providing a better understanding of them through field trips, guest speakers, and other activities. The club sponsors college events and performs outreach through educational and community activities. This club also offers members opportunities to work as a team and assume leadership roles and responsibilities.

## **Students for Christ**

Email: [studentsforchrist@com.edu](mailto:studentsforchrist@com.edu)

An interdenominational organization open to both Christians and non-Christians, this club invites all who are interested to attend with open hearts and minds. It offers a time to slow down and pray for the campus, the world and each other, and encourages growth and fellowship among students.

## **SO Psyched**

Email: [sopsyched@com.edu](mailto:sopsyched@com.edu)

The SO Psyched Club promotes interest in and knowledge of psychology and sociology and encourages support between students, faculty, staff and the community. The club provides opportunities such as community service projects, volunteer experiences, guest lectures, film showings, field trips and other activities related to the behavioral sciences.

## **Texas Nursing Students Association (TNSA)**

Email: [tnsa@com.edu](mailto:tnsa@com.edu)

Website: [www.tnsa.org](http://www.tnsa.org)

The Texas Nursing Students' Association aids in the development of the whole person and promotes participation in professional organizations after graduation. Members model integrity and leadership in all educational and service activities and interactions. Members have opportunities to influence the nursing education legislation, program development, and technology use.

## **Vision Seekers**

Email: [visionseekers@com.edu](mailto:visionseekers@com.edu)

The Vision Seekers Club serves as a unifying club for nontraditional students to fully integrate into the whole experience of college life and culture.

## **Vocational Nursing Student Organization**

Email: [nursing@com.edu](mailto:nursing@com.edu)

The Vocational Nursing Student Organization addresses the unique needs of Vocational Nursing students as they transition from the role of a student to the role of a member of the nursing profession. Members have opportunities to participate in service and professional development activities.

## **Walter Prescott Historical Society**

Email: [historyclub@com.edu](mailto:historyclub@com.edu)

The history club promotes the understanding and knowledge of history through guest lectures, film showings and field trips. This club also provides opportunities for community service projects that teach leadership skills and social responsibility.

## **Society of Leadership and Success**

This program is designed to help students demonstrate leadership through volunteering for the greater good of school, community, and society. Our program is designed to help empower students to succeed. Our Leadership Program will help students discover and achieve their short-term and long-term goals through several different offerings. Certificates will be awarded to students that complete the program. For more information please contact the office of Student Life 409-933-8180.

## STUDENT'S RIGHTS AND RESPONSIBILITIES

The COM student, upon enrollment, neither loses his/her rights nor escapes the duties of a citizen. The student-citizen has a responsibility to other students, the state and the institution in which that student enrolls.

### Standards of Student Conduct

College of the Mainland assumes that students eligible to perform on the college level are familiar with the standard rules governing proper conduct and that they will observe these rules. COM accepts the concept that where its interests as an academic community are involved, the legal and ethical authority of the institution should be asserted and maintained. These include Appropriate Dress, Scholastic Dishonesty, Disorderly Conduct, Prohibited Conduct, Federal, State, and Local Law, Prohibited Weapons, Drugs and Alcohol, Debts, Disruptions, Behavior Targeting Others, Property, Directives, Gambling, Tobacco and Misuse of Technology.

The rights and responsibilities are described in [FLB \(Local\) policy](#) on the College website.

### Discipline

A student shall be subject to discipline, including suspension, in accordance with [FM \(Legal\)](#) and [FMA \(Local\)](#) if the student violates any Board policies or procedures or policies and procedures of any college district program:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

### Discipline and Penalties

When a student engages in conduct that violates the law, he or she is subject to college disciplinary action in addition to any action taken by a law enforcement agency or court of law. The Dean of Students shall consider and take appropriate disciplinary action when violation of law, college rules and regulations, and other breaches of conduct by students are reported. The Dean of Students shall attempt to ensure the best interests of the offending student(s) and the College are served by making use of College counseling and other available resources as appropriate.

For more information see [FMA \(Local\)](#) policy.

### Complaints Relating to Faculty

#### Code of Ethics

Any student who has a complaint about a College faculty member relating to a violation of the Code of Professional Conduct and Ethics ([DH Local](#)) policy has the opportunity to seek resolution of the complaint. All parties involved have the right to be represented by legal counsel or others. The College encourages all parties to use informal means to resolve complaints, if possible.

## Grade Appeal

An academic appeal is a formal request brought by a student to change a final grade. A request to change a final grade or to challenge a penalty within the student grade appeal process must be made **within six months** of the assignment of the final grade. Findings of the Grade Appeal Committee shall be final. If the Grade Appeal Committee recommends a grade change, the recommendation will be submitted to the appropriate Academic Dean, who will initiate the grade change. A counselor, advisor, or mentor may advise the student on the most effective approach to accomplish this request in a productive manner. The decision of the Academic Appeals Committee is final.

An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not a basis for an academic appeal.

The student must provide evidence that the instructor unfairly applied grading practices or violated College policy.

### Procedure for Grade Appeal

#### Student Rights:

Students have a right to a clear explanation (from the instructor, department chair, or dean, as appropriate) of actions taken by the instructor, such as how a final grade was calculated or how their actions violated the academic honesty policy.

#### Step One:

Before a student may bring an academic appeal, he or she should first meet with the instructor to request that a change be made. If the student is not satisfied with the outcome or cannot consult with the instructor, he or she must meet with the appropriate Department Chair to determine if a resolution can be reached.

#### Step Two:

If a resolution is not reached and the student desires to pursue the appeal, the student will state specifically the basis of the appeal in writing to the appropriate Academic Dean. If the Academic Dean determines that there is insufficient evidence that the instructor unfairly applied grading practices or violated College policy, he/she shall communicate this in writing to the student. The decision of the Academic Dean is final.

If the Academic Dean determines that the appeal may be appropriate under this policy, he/she will contact the Dean of Students to initiate the academic appeals process. The Dean of Students will notify the student regarding the Academic Appeals Committee meeting date, his/her rights, and next steps in the process.

#### Step Three:

The Academic Appeals Committee will be convened by the Dean of Students within 10 days of the Academic Dean's notification and will conduct its activities in private. The Committee will consist of two students (selected by the Student Government Association) two faculty members (selected by Faculty Senate), one Administrative Officer (named by the Vice President for Instruction), and the Dean of Students (non-voting member) will serve as facilitator for the grade appeal process. The student filing the grade appeal and the faculty member will be permitted to present witnesses and evidence relevant to the appeal. The student or faculty member may have a representative present but that person is not allowed to participate during the hearing. If the student has an attorney as a representative, the Dean of Students must be notified no less than five business days prior to the hearing. A four-fifths majority vote of the full Committee

shall be required to change the grade, penalty or academic action at issue. The Committee will inform the Dean of Students its decision in writing. The Dean of Students will notify the student, faculty member and department chair in writing of the Committee's decision.

#### Appeal Verdict

The decision of the Academic Appeals Committee is final.

#### General Provisions

The Dean of Students will ensure that appropriate documentation is maintained, that the rights of all parties involved are protected and that all time lines of appeal are followed. All time limits set for this appeal process may be extended by mutual consent of parties involved. Grade appeal records shall remain confidential unless permission is given by the student to release such information. Grade appeal records shall be maintained on file for three years after the completion of the appeal process.

### Student Grievances and Complaints

#### Student Grievances

Student Grievances relate to allegations of discrimination, harassment, retaliation, or violations of federal or state law or College District policies. Grievances are processed according to the procedures found in [FFDA \(Local\) policy](#), [FFDB \(Local\)](#), [FFD \(Regulation\)](#) and [FFD \(Exhibit\)](#).

#### Student Complaints

Students may file a complaint to address matters not included in the grievance process, including those relating to problems or conditions that a student believes to be unfair, inequitable, or a hindrance to the educational process or the conduct of campus business. More information can be found in [FLD \(Regulation\)](#) and [FLD \(Exhibit\)](#).

## DISCRIMINATION, HARASSMENT AND RETALIATION

#### Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Any student who has a concern about the interpretation, application or claimed violation of his or her rights as a student of the College or feels he or she has been discriminated against or harassed on the basis of age, color, disability, national origin, race, religion, veteran status or sex has the right to seek resolution of such concern.

For complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, or disability targeting students, see [FFDB \(Local\)](#).

For complaints of sex discrimination, sexual harassment, sexual assault, and retaliation targeting students, see [FFDA \(Local\)](#).

## General Provisions

The Dean of Students and the appropriate vice president will ensure that appropriate documentation is maintained, that the rights of all parties involved are protected and that all time lines are followed. Written communication sent to the student will be through com.edu email or certified mail. Student complaints regarding discipline are covered by separate procedures as presented in the Students Rights and Responsibilities section of this handbook. All time limits set for these grievance procedures may be extended by mutual consent of parties involved. Grievance records shall remain confidential unless permission is given by the parties involved to release such information. Grievance records shall be maintained on file for three years after the grievance resolution. No grievance decision shall be recorded on the student's transcript. Only in the case as allowed by College policy would the complaint records be included in an employee's personnel record.

## Title IX

COM is committed to providing an environment that is free from all forms of discrimination, including discrimination based on sex.

### What is Title IX?

Title IX of the Educational Amendments of 1972 provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.

Sexual harassment of students, which includes acts of sexual violence, is a form of sexual discrimination prohibited by Title IX.

### What is Sexual Misconduct?

Sexual Misconduct is any non-consensual behavior of a sexual nature that is committed by force, intimidation, or is otherwise unwelcome that is sufficiently severe, persistent, or pervasive so as to limit a student's ability to participate in or benefit from a COM program or activity.

### What is consent?

In Texas, consent is defined as an agreement to engage in sexual activity. However, this is a unique legal term. It is not enough for a person to agree to sexual activity to make it legal. According to chapter 22 of the Texas Penal Code, in order for sexual activity to be considered legal, consent must be given by:

- A person who is old enough to legally agree to sex (an adult aged 17 or over)
- A person who is mentally capable of understanding the activity
- A person who is fully conscious and aware of the activity
- A person who has not been intoxicated or drugged against their will
- A person who has not been threatened or coerced

Sex without consent is sexual assault. Use of force, intimidation, or coercion is a denial of a person's right to freely give his or her consent. Even if someone has agreed to engage sexually, that person has the right to withdraw their consent at any time.

Anyone who has witnessed, knows about, or has experienced a Title IX violation is encouraged to seek help and report the complaint to COM Campus Police and/or the Title IX Coordinator.

### How to Report

Faculty, staff and student employees who receive complaints of sexual harassment or sexual misconduct are obligated to report complaints to the Title IX Coordinator and/or their supervisor or department head. To file a complaint submit an [incident report](#).

### WHY is it so important to report to the Title IX Coordinator?

The College has a duty to promptly respond to all complaints of sexual harassment and sexual misconduct, whether on or off campus incidents. The purpose is to prevent sex discrimination on campus, promptly address reported incidents, limit the effects of harassment on the educational environment, and prevent its recurrence.

Title IX Compliance Programs are imperative because:

- 1 in 4 college women are victims of an attempted or completed sexual assault (Fisher, 2000). Six percent of men reported an attempted or completed sexual assault (CDC, 2013).
- Nearly 2/3 of rapes were perpetrated by someone known to the victim (RAINN, 2013).
- 74% of perpetrators and 55% of rape victims were intoxicated (Abbey, 2002).

### Policies

In addition to Title IX, COM's policies regarding non-discrimination and harassment, along with the conduct code outlined in the COM Student Handbook Student Rights and Responsibilities, prohibit sex discrimination, sexual harassment, and sexual misconduct of any kind. Retaliation against anyone who makes a complaint or who participates in any complaint-related process is not tolerated.

- Student Rights and Responsibilities  
Conduct Code
- [Equal Educational Opportunity-Sexual Misconduct](#)

### Reporting Options

#### Title IX Coordinator - Students

Vicki Stanfield

409-933-8213

Administrative Offices, Enrollment Center Building

#### Confidential Resources

COM Student Success Center

Holly Bankston

409-933-8520

Enrollment Center, Rm 158

#### Resource and Crisis Center – Galveston County

1802 Broadway Street

Galveston, TX 77550

409-763-1441

24 Toll Free Hotline – 888-919-7233



## DRUG AND ALCOHOL ABUSE PREVENTION POLICY

In compliance with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), the following information is provided to you. Read it carefully so that you are aware of College regulations and other information pertaining to the illicit use of drugs and abuse of alcohol by students. If you have questions concerning any of the information, contact the Office of the Vice President for Instruction and Vice President for Student Services at ext. 8229 or 8619.

Note that all persons who visit the college campus, including students and employees, are reminded that COM is within the Drug-Free Zone as defined, for inclusion purposes, in Section 61.003 of the Texas Education Code. Institutions of higher education means any public or private technical institute, junior college, senior college or university, medical or dental unit or other agency of higher education.

Any person involved in an act of substance abuse in, on or within 1,000 feet of the premises owned, rented or leased by COM will be subject to punishment as defined and published in the Texas Penal Code.

### Standards of Conduct

The standards of conduct in Board policies [FLB \(Local\)](#), [FLB \(Legal\)](#) and [FLBE \(Local\)](#), [FLBE \(Legal\)](#) prohibit the unlawful possession, use or distribution of drugs and alcohol by students on our campuses.

### Legal Sanctions/Disciplinary Action

Students found in violation of the Standards of Conduct shall be subject to disciplinary action in accordance with Board Policies [FM \(Local\)](#), [FM \(Legal\)](#) and [FMA \(Local\)](#) and may also be subject to the legal sanctions described below.

### Illicit Drugs

The controlled substances listed below are grouped into felonies and misdemeanors. This list is not a complete accounting of illegal drugs but represents the most common controlled substances found on college campuses. In some instances, the amount of controlled substances determines the degree of penalty.

Felony:

- A. Distribution or possession of cocaine
  - B. Distribution or possession of LSD (Lysergic Acid Diethylamide)
  - C. Distribution or possession of Methylenedioxy/Methamphetamine
  - D. Distribution or possession of more than 28 grams of Diazepam
  - E. Distribution or possession of more than 28 grams of Phenobarbital
  - F. Distribution or possession Heroin
  - G. Distribution or possession of Rohypnol
- Misdemeanor:

- A. Possession of less than 28 grams of Diazepam
- B. Possession of less than 28 grams of Phenobarbital
- C. Distribution of  $\frac{1}{4}$  ounce or less of Marijuana
- D. Possession of more than 4 ounces of Marijuana
- E. Possession of Rohypnol

A felony is an offense for which the offender could be sentenced to a prison term and a possible fine. A misdemeanor is an offense in which the person could be sentenced to serve time in a county jail facility and/or a fine.

The above information can be found in the Penal Laws of the State of Texas, and Texas Health and Safety Code, Title 6, Subtitle C.

### Alcoholic Beverages

Public Intoxication

- A. Beginning September 1, 1999, a blood alcohol level of .08 or higher will be proof enough that a driver is intoxicated.

- B. A person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger the person or another.
- C. It is a defense to prosecution under this section that the alcohol or other substance abuse was administered for therapeutic purposes and as a part of the person's professional medical treatment by a licensed physician.
- D. An offense under this section is a Class C Misdemeanor.
- E. An offense under this section is not a lesser included offense under Section 49.04.

### Consumption/Possession of Alcoholic Beverage in a Motor Vehicle

- A. A person commits an offense if the person consumes an alcoholic beverage while operating a motor vehicle in a public place and is observed doing so by a peace officer.
- B. An offense under this section is a Class C Misdemeanor.

### Driving While Intoxicated (DWI)

- A. A person commits an offense if the person is intoxicated while operating a motor vehicle in a public place.
- B. Except as provided by Subsection (c) and Section 49.09, an offense under this section is a Class B Misdemeanor, with a minimum term of confinement of 72 hours.
- C. If it is shown at the trial of an offense under this section, that at the time of the offense the person operating the motor vehicle had an open container of alcohol in the vehicle, the offense is a Class B Misdemeanor, with a minimum term of confinement of six (6) days.

### Intoxication Assault

- A. A person commits an offense if the person, by accident or mistake, while operating an aircraft, watercraft or motor vehicle in a public place while intoxicated, by reason of the intoxication causes serious bodily injury to another.
- B. In this section, "serious bodily injury" means injury that creates a substantial risk of death or that causes serious

permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ.

- C. An offense under this section is a felony of the third degree.

### Intoxication Manslaughter (second degree felony)

A person commits an offense if the person:

1. Operates a motor vehicle in a public place, an aircraft or a watercraft; and
2. Is intoxicated and by reason of that intoxication causes the death of another by accident or mistake.

### Enhanced Offenses and Penalties

If it is shown on the trail of an offense under Section 49.04, 49.05 or 49.06 of the Texas Penal Code that the person has previously been convicted one time of an offense relating to the operating of a motor vehicle while intoxicated, the offense is a Class A Misdemeanor with a minimum term of confinement of 30 days.

### Associated Health Risks with Illicit Drug Use, Use of Tobacco Products and Alcohol Abuse

The health risks associated with the misuse and abuse of mind-altering drugs, including controlled substances and alcohol, include but are not limited to: physical and psychological dependence; damage to the brain, pancreas, kidneys, liver and lungs; high blood pressure, heart attacks and strokes; ulcers; birth defects; a diminished immune system; and death. The use of tobacco products have been linked to coronary heart disease. Lung, oral, larynx, esophagus, bladder, pancreas and kidney cancers strike tobacco users at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

Further information concerning health risks may be found in the Student Success Center in the Enrollment Center, room 158. You should also consult your personal physician about the health risks associated with alcohol, tobacco and drug abuse.

## **Drug and Alcohol Prevention Program Procedures**

The Drug-Free Schools and Communities Act of 1989 requires the College to report its drug and alcohol crimes and prevention programs. The college must develop and implement a program to prevent unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The program must include Annual Notification of the following: standards of conduct; a description of sanctions for violating federal state, local law, and campus policy, a description of health risks associated with alcohol and drug use, a description of treatment options; and a biennial review of the program's effectiveness and the consistency of the enforcement of sanctions. Throughout the year, college sponsored events are held to raise drug and alcohol abuse prevention awareness. An annual drug and alcohol abuse prevention Awareness Week is held each spring.

## **Drug and Alcohol Counseling and Rehabilitation Programs**

The Student Success Center located in the Enrollment Center, has information of this nature for students. Should this information not meet your needs, you may speak with a counselor who will assist you in locating appropriate community resources. A list of such programs is kept in the Student Success Center. Seeking help from being referred to, or from any these services, is confidential and will not, alone, result in disciplinary action. In addition, the following toll free hotline numbers and list of local resources may be of use to you or someone you know in the event that help or advice is being sought:

### **National Hotlines and Help Lines:**

#### **Alcohol Treatment Referral Hotline**

**1-800-252-6465**

Provides 24-hour help and referrals for people with concerns about alcohol/drug use.

#### **Just Say No Foundation • 1-800-258-2766**

#### **Cocaine Hotline • 1-800-262-2463**

Provides 24-hour treatment referrals and drug information.

#### **National Drug/Alcohol Treatment Referral Service • 1-800-662-4357**

Can link caller to a variety of hotlines that provide treatment referrals 24 hours a day.

#### **Marijuana Anonymous World Services 1-800-766-6779**

Provides information about MA and referrals to local meetings. Available 24 hours (voice mail).

#### **National Council on Alcoholism and Drug Dependence Hopeline (NCADD) 1-800-622-2255**

Refers caller to local affiliate office of NCADD 24 hours. Callers can also leave name and address to receive written information. Touch phone required.

### **Local Hotlines and Agencies:**

#### **Bay Area Council on Drugs and Alcohol 409-948-4211**

Provides drug abuse, addiction information and treatment services.

#### **Alcoholics Anonymous • 409-948-1591**

Texas City chapter provides information about AA and local meetings.

#### **Narcotics Anonymous • 409-933-3232**

Provides information about NA and local meetings.

#### **Devereux Texas Treatment Network (local) • 1-800-373-0011**

Provides drug abuse and addiction information and treatment.

#### **The Gulf Coast Center (MHMR) 409-935-0506**

Provides on sliding fee scale screening, referrals, and outpatient treatment services.

#### **Institute for Living (Mainland Center Hospital) • 409-938-5474 or call 24-hour hotline 1-800-962-1221**

Provides 24-hour information and crisis intervention services. Also provides outpatient/inpatient treatment services for alcohol and drug abuse.

#### **UTMB Poison Control Center 1-800-222-1222**

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Postsecondary officials are regularly asked to balance the interests of safety and privacy for individual students. While the Family Educational Rights and Privacy Act (FERPA) generally requires institutions to ask for written consent before disclosing a student's personally identifiable information, it also allows colleges and universities to take key steps to maintain campus safety. Understanding the law empowers school officials to act decisively and quickly when issues arise.

### Health or Safety Emergency

In an emergency, FERPA permits school officials to disclose, without student consent, education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. See 34 CFR § 99.31(a)(10) and § 99.36. This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records. In addition, the Department interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

### Disciplinary Records

While student disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the student's consent. A postsecondary institution may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution

against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. An institution may disclose to anyone, not just the victim, the final results of a disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense; and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. See 34 CFR §§ 99.31(a)(13) and (14).

### The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires postsecondary institutions to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data be collected, reported, and disseminated to the campus community and to the department annually. The Clery Act is intended to provide students and their families with accurate, complete and timely information about safety on campuses so that they can make informed decisions. Such disclosures are permitted under FERPA. The following website provides more information about these and other provisions about campus safety: <http://www.ed.gov/admins/lead/safety/campus.html>.

### Law Enforcement Unit Records

Many colleges and universities have their own law enforcement units to monitor safety and security in and around campus. Institutions that do not have specific law enforcement units may designate a particular office or school official to be responsible for referring potential or alleged violations of law to local police authorities. Investigative reports and other records created and maintained by these law enforcement units are not considered education records subject to FERPA. Accordingly,

institutions may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without student consent. See 34 CFR § 99.8.

While an institution has flexibility in deciding how to carry out safety functions, it must also indicate in its policy or in information provided to students, which office or school official serves as the college or university's "law enforcement unit." The institution's notification to students of their rights under FERPA can include this designation. As an example, the department has posted a model notification on its website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html>.

Law enforcement unit officials who are employed by the college or university should be designated in the institution's FERPA notification as "school officials" with a "legitimate educational interest." As such, they may be given access to personally identifiable information from students' education records. The institution's law enforcement unit officials must protect the privacy of education records it receives and may disclose them only in compliance with FERPA. For that reason, it is advisable that law enforcement unit records be maintained separately from education records.

### Disclosure to Parents

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student's consent. For example:

- Schools may disclose education records to parents if the student is a dependent for income tax purposes;
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter;
- Schools may inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance;
- A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

## **FERPA and Student Health Information**

Postsecondary institutions that provide health or medical services to students may share student medical treatment records with parents under the circumstances described above. While these records may otherwise be governed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HIPAA Privacy Rule excludes student medical treatment records and other records protected by FERPA. The Department plans to issue further guidance on the interplay between FERPA and HIPAA.

## **FERPA and Student and Exchange Visitor Information System (SEVIS)**

FERPA permits institutions to comply with information requests from the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of SEVIS. Officials who have specific questions about this and other matters involving international students should contact the U.S. Department of Education's Family Policy Compliance Office.

## **Transfer of Education Records**

Finally, FERPA permits school officials to disclose any and all education records, including disciplinary records, to another institution at which the student seeks or intends to enroll. While student consent is not required for transferring education records, the institution's annual FERPA notification should indicate that such disclosures are made. In the absence of information about disclosures in the annual FERPA notification, school officials must make a reasonable attempt to notify the student about the disclosure, unless the student initiates the disclosure. Additionally, upon request, the institution must provide a copy of the information disclosed and an opportunity for a hearing. See 34 CFR § 99.31(a)(2) and § 99.34(a).

## **Contact Information**

For further information about FERPA, please contact the Family Policy Compliance Office or visit their website.

## **Family Policy Compliance Office**

U.S. Department of Education 400 Maryland Ave. S.W. Washington, DC 20202-5920; 202-260-3887

For quick, informal responses to routine questions about FERPA, school officials may email the Family Policy Compliance Office at [FERPA@ed.gov](mailto:FERPA@ed.gov).

Additional information and guidance may be found at FPCO's website at <http://www.ed.gov/policy/gen/guid/fpc/index.html>.

## COMMITTED TO SAFETY

It is the policy of College of the Mainland to provide an educational, employment, and business environment free of discrimination based on age, race, color, religion, national origin, gender, disability, genetic information or veteran status. Board of Trustees, administrators, faculty, staff, and other agents of the College will not engage in conduct constituting unlawful harassment, discrimination, sexual violence, dating violence, domestic violence, or stalking.

Students who have experienced sexual assault, sexual violence, stalking, domestic violence, or other crimes may seek advice, assistance, and resources from the Vice President for Student Services, or the College's Title IX Coordinator. The Title IX Coordinator's duties include facilitating the complaint and investigation process. Individuals within these offices can assist the complainant with accessing medical or counseling services, advocacy services, social support services, legal services, and police services. Even in the absence of a formal complaint, the College may be able to provide assistance to the complainant with respect to his or her academic, living, transportation, or working situations. For example, a student might wish to explore changing a class or class time.

### College Policies

- [Employee Welfare: Freedom from Discrimination, Harassment, and Retaliation](#)
- [Student Welfare: Freedom from Discrimination, Harassment and Retaliation](#)
- [Equal Education Opportunity - Sexual Misconduct](#)

### Campus SaVE Act (Sexual Violence Elimination Act)

In 2013, the Campus SaVE Act was added as an amendment to the Violence Against Women Act (VAWA), and it seeks to address the violence women [and men] face on campus. The act covers domestic violence, dating violence, sexual assault, and stalking. It requires incidents to be disclosed in the annual "Clery" campus crime statistic reports; clarifies minimum standards for institutional disciplinary procedures; instructs colleges and universities to provide programming for students and employees; and establishes collaboration between the U.S. Departments of Justice, Education, and Health and Human Services to collect and disseminate best practices for preventing and responding to domestic violence, dating violence, sexual assault, and stalking.

### Title IX of the Education Amendments of 1972

Title IX is a federal law that prohibits sex discrimination and sexual harassment by institutions of higher education that receive federal financial aid. (See 20 U.S.C. § 1681.) Each institution must maintain a grievance process that is prompt, equitable, and impartial. Title IX also requires each institution to appoint one or more "Title IX Coordinators" to coordinate compliance with the statute. Title IX is enforced by the Office for Civil Rights of the U.S. Department of Education. For more information, please view the Title IX section of this handbook.

### **Confidential Consultations**

The College is required by law to investigate and respond to reports of sexual harassment, sexual violence, and other acts of sexual misconduct. Therefore, most College personnel will have a duty to report complaints to the College's Title IX Coordinator. Some victims, however, may prefer a confidential consultation before deciding a course of action. Confidential communications are those communications that cannot be disclosed to another person without the victim's consent. Victims may speak confidentially with Holly Bankston, Professional Counselor in the Student Success Center - 409-933-8520, or off-campus resources including medical professionals, licensed professional counselors, pastoral (religious) counselors, and certain counselors at a victim's crisis centers which are listed under [Community Resources](#). These individuals are not required to make a report to the College's Title IX Coordinator.

\* Counselors and Student Success Advisors are available as a resource where students may obtain information about support services. Information such as the date, time, and nature of the incident will be reported to the Title IX Coordinators. The purpose of this general reporting obligation is to enable the College to identify patterns or trends involving sexual harassment or violence. For general information about the complaint process, please visit with the College's Title IX Coordinator.

### **Education, Prevention, and Programming**

College of the Mainland will present educational awareness programs for new students and new employees, in addition to on-going awareness campaigns each academic year related to the awareness of sexual assault, dating violence, domestic violence, and stalking for all students and staff.

More information can be found on the Federal Government website [www.notalone.gov](http://www.notalone.gov).

### **Safety on Campus**

Safety on campus is a joint responsibility of students, employees, and Campus Police. Campus Police Officers are available to help you 7 days a week, 24 hours a day, and their goal is to welcome all questions, suggestions and reports of any activities that do not appear to be safe or conducive to a positive learning experience. If you ever feel uneasy about walking to your vehicle or to another building, perhaps because it's late and you're alone, don't hesitate to security. They will gladly escort you.

To report emergencies or to request an escort, dial 8599 from any campus phone. From your cell phone, dial 409-933-8599.

### **Emergencies/Crimes in Progress**

Students who have just experienced an assault or other sexual violence off-campus should call 911 and locate to a safe place. If the incident occurred on campus, the student should contact Campus Police at extension 8599 (if you are on campus), 409-933-8599 (from your cell phone). Campus Police assistance is available 24 hours a day. Campus personnel may assist the victim in obtaining transportation to a hospital or clinic, crisis center, or other location. Prompt medical attention in a case of recent assault is necessary to document and treat any injuries, preserve evidence, and screen for certain medical conditions and diseases. The student should not change clothes.



## Reporting – Student Options

This [Incident Report](#) is for incidents of Sexual Assault, Sexual Misconduct, Sexual Harassment, Dating or Domestic Violence, and Stalking ONLY. Filing this incident report constitutes official notice to College of the Mainland and authorizes the institution to investigate the information and allegations contained within the report and seek resolution. This report is NOT confidential; however, Clery Act reporting does not include any personal identifying information. Submitting this report notifies the following College entities of the incident:

- Vice President for Student Services and Title IX Coordinator, Dr. Vicki Stanfield
- Chief of COM Police, Sylvia Chapa

## ACADEMIC RESOURCES

### Library

[Learning Resources Center, 409-933-8448](#)

COM Library offers a broad range of resources and services to support students' academic goals. These include print and electronic materials, research assistance, a computer lab, study space, and library instruction.

### Library Research Assistance & Resources

COM Library has thousands of books and eBooks that support COM courses. It also provides access to databases with articles, streaming media, and tutorials. Research help is available both in person and off-campus via LibChat (during business hours), LibAnswers, email, text and phone. Online resources are available 24/7 and are available off-campus by logging in with a last name and student ID number. Students must use their COM ID to check out books.

### Library Computer Lab

The Library Lab, located on the main floor of the LRC, provides COM students with resources to conduct college level research. Computers in the lab provide access to the internet, the Library Catalog, and databases with articles, eBooks, and streaming media. The library website is designed to help users find the information they need. The Lab is open to COM students, faculty, staff and community members.

<http://libguides.com.edu/lab>

### More in the Library

COM Library has many textbooks and other items selected by instructors available on reserve. There are study rooms and lots of places to read, study, charge your devices, and even places to de-stress with puzzles, chess, backgammon and more. Copies may be made for \$.05 per page. Students who need to print for coursework can do so for free (COM student ID required). Otherwise, printing is \$0.05 per black and white page and \$0.10 per color page. Additional info can be found at the library website, <http://libguides.com.edu>

### **Educational Technology**

Learning Resources Center, Library  
409-933-8445

Educational Technology, located on the ground floor of the LRC building behind the circulation desk, is available to help students with their audiovisual needs. Students participating in a photography course can borrow a camera for the duration of the semester. Hours of operation are Monday through Thursday from 7:30 a.m.-6:30 p.m. and Friday from 7:30 a.m.-5 p.m.

### **Innovations Computer Lab**

Technical Vocational Building, Rm. 1324  
409-933-8370

The Innovations Lab has been established to provide all College of the Mainland students the opportunity to enhance their learning through the use of computers. The lab is staffed with personnel ready to assist users. Students must register with the attendant at the front desk.

<http://www.com.edu/computer-labs/innovations>

### **Instructional Assessment Lab**

Technical Vocational Building Room 1528A.  
409-933-8248

The computer lab offers all students the opportunity to test in a quiet monitored setting. Class scheduling requires an appointment with the lab assistants. All others are available on a walk-in basis. Students must register with a valid photo ID.

<http://www.com.edu/computer-labs/instructional-assessment-lab>

### **Tutorial Services**

COM provides tutoring services in most subjects taught at COM. For locations and times look for information posted around campus each semester.

### **NetTutor**

College of the Mainland provides all students with free, online tutoring assistance in the following disciplines:

- Account & Economics
- Biology
- Chemistry
- Child Development
- Computer Science & IT
- Criminology
- Humanities and Social Science
- Math
- Music
- Nursing
- Allied Health
- Online Writing Lab (English)
- Spanish

Access to NetTutor is provided through each course's Blackboard interface. For more information go to: <http://edtech.com.edu/nettutor/>.

## Speaking, Reading and Writing Center

Technical Vocational Building, Rm. 1306  
409-933-8703

The Speaking, Reading and Writing Center offers one-on-one tutoring sessions for students on any phase of the writing, reading and oral presentation process. The center provides computers, reference materials, workspace and two soundproof speaking booths with lecterns, computers and recording equipment where students can practice presentations and job interviews. Tutors are available to answer quick questions or meet for one-on-one sessions to guide students who request help with:

- Brainstorming
- Speech outlines
- Organization
- Research
- Grammar and punctuation
- Formatting (MLA, APA, CMA)
- Revision
- Oral presentations
- Resumes and cover letters
- Application essays

The center offers the following services:

Workshops—topics include formatting (MLA, APA, CMS), speech outlining, speech anxiety, plagiarism prevention, PowerPoint and resumes. Workshops are open to all students.

Online tutoring—the center offers online tutoring sessions through WC Online, a web-based program that gives students real-time access to the center's tutors.

Although students may walk-in for help, they are encouraged to make an appointment. Students can make appointments online, by phone, or in person.

The Speaking, Reading, and Writing Center is located in the Technical Vocational Building (TVB) 1306 and is open

Mondays and Tuesdays, 8 a.m.–8:30 p.m.;  
Wednesdays and Thursdays, 8 a.m.–6:30 p.m.;  
and Fridays, 8 a.m.–4 p.m.

## Math Tutoring Lab

Technical Vocational Building, Rm. 1532  
409-933-8445

The Math Tutoring Lab provides free walk-in tutoring services for all students enrolled in a math course and access to supplemental resources such as Internet access, tutorials on video/CD-ROM and informational handouts. A lab schedule is provided on the Math Tutoring Lab website and available sessions and times will be posted outside Room T-1532 each semester. No appointment is necessary. For more information, visit the Math Tutoring Lab webpage at [www.com.edu/computer-labs/math-tutoring-lab](http://www.com.edu/computer-labs/math-tutoring-lab).

## Computer Skills on Demand

Computer Skills on Demand is a self-paced course designed to provide students with access to short, web-based tutorials on software applications commonly used in College of the Mainland courses. The Microsoft Office Suite, Blackboard course management system, and Library Research Tips can be found in this Blackboard based course.

Students can self-enroll in Computer Skills on Demand by logging on the COM's Blackboard system at <https://de.com.edu> using their WebAdvisor username and password, and selecting "Click here to Enroll" under the Computer Skills on Demand banner on the My Dashboard page.

Students must be registered in at least one course at College of the Mainland to have an active Blackboard account. Additional information can be found at: <http://edtech.com.edu/computer-skills-on-demand/>.

## Adult Basic Education Program

Learning Resources Center, Suite C  
409-933-8294

College of the Mainland Adult Education is available to assist student seeking to complete their High School Equivalency, learn English, or to improve their reading, writing, and mathematics skills. With a special focus on preparation for college and careers, the Adult Education Program also offers college preparation and transition assistance through our College Success Academy as well as specially structured career and technical training to help student master essential academic skills while training for a new career.

## Continuing Education Courses

Technical Vocational Building, Rm. 1475  
409-933-8586

COM's Continuing Education program is designed to make accessible noncredit courses that enable students to learn new skills or brush up on their present skills, explore new areas of interest or have fun. Courses are scheduled during day, evenings and Saturdays.

## COM Bookstore

Student Center, First Floor, 409-933-8239

The COM Bookstore, operated by Texas Book Company, provides students, community members, faculty and staff with needed academic material to assist in their education. In addition to providing textbooks, the bookstore also provides college apparel, gifts, software and supplies.

## Bookstore Refund Policies

### Textbook Refund Policy

- The original sales receipt is required for every refund, no exceptions.
- To receive a full refund for a textbook, the book must be returned during the semester for which it was purchased.
- For the Fall or Spring semester, full refunds are allowed during the first five (5) class days. Textbooks for Summer classes must be returned during the first five (5) days of the semester for which it was purchased.
- Students who miss the return dates may bring their books in to sell at the end of semester buyback.
- New books must be returned in the same condition as when purchased with all included materials or inserts.
- All shrink-wrapped books must be returned in the original shrink-wrap.
- Any new books returned with blemishes, writing, markings, bent pages or covers or any other damage will be considered for a return at the used price. If a textbook is not in its original selling condition, it will be considered for a return at the used price.
- Unfortunately, we cannot refund software, study guides, lab manuals, outlines, exam guides, photocopied materials, special orders or clearance items.
- Textbooks or course-related materials purchased during the last two weeks of the semester or mid-term are not eligible for a refund.

### Merchandise and General Book Refund Policy

- A sales receipt is required for all refunds.
- General merchandise in new condition and in unopened packaging may be exchanged or refunded within three (3) business days of purchase.
- Defective items, except for computers, with original receipt will be replaced or refunded at any time during store hours.

### Book Buyback Policy

- Textbooks will be bought back every day that the bookstore is open; however, retail buyback occurs during the final exams week of each semester (see the Academic Calendar for exact dates).
- Textbooks must be in resalable condition.
- The bookstore will pay approximately half or less of the purchase price, during retail buyback, if the textbook meets the following conditions:
  - a. Book is being used in the next semester.
  - b. Quantities are insufficient to fill next semester's demand.
- Any book that does not fit the above qualifications may be bought back at a national wholesale price.

NOTE: The COM Bookstore does not guarantee the repurchase of any textbook.

For more information, visit [www.combookstore.com](http://www.combookstore.com) or email [bookstore@com.edu](mailto:bookstore@com.edu).

## STUDENT CENTER

While on campus, the Student Center is the place to relax between classes, hold meetings, socialize, eat or attend a community event. On the first floor in Room 111, you can stop by and see what is happening with student clubs, organizations and Student Government in the Student Life Office.

## CAMPUS INFORMATION

### Child Care Services

Technical Vocational Building, Child Development Lab, 409-933-8390

COM offers low-cost child care services during the day for students. The program is fully licensed and nationally accredited and located in the Child Development Lab attached to the Tech/Voc Building. The program, offered through the Child Development and Education Program, is for infants and toddlers (0-3 years) and preschoolers (3-5 years) four and one-half days a week with an extended day program offered each Friday afternoon. Enrollment is on a first-come, first-served basis for COM students/community and space is limited.

For more information on the costs and availability of the program, call or visit the Child Development Lab.

### Class Attendance

Students at COM are expected to attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. Students should consult with their instructors when it becomes necessary to miss a class. Students are required to attend all classes. College of the Mainland recognizes no excused absences other than those prescribed by law [see [FC \(legal\)](#)]. Instructors must clearly state their attendance and withdrawal guidelines in each course syllabus and follow established early intervention procedures.

### **Religious Holy Days**

Students shall be allowed an excused absence for the observance of a religious holy day. It is the responsibility of each student to consult with his or her instructors when an absence must be excused. All assigned work or examinations are to be completed within a reasonable amount of time.

### **Procedures for Posting or Distributing Information on Campus**

Any person, organization, class or group seeking to post and/or distribute informational materials at COM must submit the proposed materials to Student Life, located in Room 116 in the Student Center. Materials must be received at least one week in advance of the activity. When approved, materials will be posted on campus and should be removed after the event. Materials posted on campus without approval will be removed immediately. For information, call 409-933-8180.

### **Sale of Food, Drinks or Other Items on Campus**

Organizations desiring to sell food, drinks or other items on campus for fundraising activities must get written approval from the Director of Student Life prior to such sales.

### **Lost and Found**

Located in the COM Police Building, articles turned in to the lost and found will be tagged and held for 30 days. After the 30-day period, items not claimed may be discarded or dispensed through local charitable organizations or through clubs and organizations sponsored by the College. All students or staff who find articles are requested to turn them into the COM PD Office located in the COM Police Building on the same day. Items classified as contraband will not be returned.

### **Cell Phones and Pagers**

The College respectfully requests that all cell phones and audio devices be turned off and/or not used while class is in session as they are disruptive to the learning environment.

### **Unattended Minors/Children in Class**

For their safety, unattended minors of students are not permitted on campus while students are in class. In consideration of fellow classmates and staff, please do not bring young children to class. To enroll children in child care services, located on campus, stop by the Child Development Lab attached to the Tech/Voc Building or call 409-933-8390 or 409-933-8611. (See also Child Care Services).

### **Students Attending Evening and Saturday Classes**

COM offers evening and Saturday classes. Students who encounter problems or need assistance during evening or Saturday hours should dial "0" from any campus phone. The switchboard will refer you to the administrator on duty or other offices as appropriate. In case of an emergency, dial 409-933-8599 or 599 from any campus phone.

### **Gym Facilities**

All part-time and full-time students are entitled to use the physical education facilities that encompass the gym, weight room, cardio room, sauna, racquetball courts, table tennis equipment, track and jogging/walking trail. A valid Student ID is required to use these facilities. For more information, call 409-933-8422.

## COM Community Theatre

Fine Arts Building, 409-933-8345

Known as "The Biggest Li'l Theatre in Texas," COM'S Community Theatre has been a Texas tradition since 1972. Six productions of professional quality are presented each year. Beyond education, the College of the Mainland Community Theatre bears a three-fold commitment: to provide quality theatrical experiences for residents of the area, to offer an artistic forum for COM Theatre degree majors and local and regional talent by holding open auditions and to extend the reputation of College of the Mainland. All COM students are encouraged to audition for parts in a production or volunteer to assist with all the various backstage happenings that go into making a play or musical. The theatre also offers free preview performances for all COM students with a current ID card. Guests are \$10. Previews are held Tuesday and Wednesday of opening week only. Preview performances begin at 8 p.m. Visit [www.com.edu/theatre](http://www.com.edu/theatre) to get all the theatre news about current and upcoming productions and auditions.

## Art Gallery

Fine Arts Building, 409-933-8345

The COM Art Gallery serves as a resource for the study of art, art history and the presentation of contemporary standards of quality. Professional artists shown at the gallery have been accredited and recognized by the art community. The Museum of Fine Arts in Houston has included COM's Gallery in their list of recommended venues for the presentation of fine art. The gallery is committed to making contemporary artwork accessible and educational to all those interested. Exhibits are created and coordinated with speakers and other events that promote our rich diversity, ethnicity and socioeconomic backgrounds. Opportunities to interact with those that have achieved professional success are also available. Watch for events and showings in COM publications, on the website or in the local media.

## Multicultural Events

409-933-8413

The Multicultural Committee aims to foster the awareness and appreciation of diversity, multiculturalism, and global interdependence for students, employees and the community by sponsoring, supporting, and promoting educational and cultural events and activities on campus. The following is a list of events currently sponsored by the Multicultural Committee:

- Hispanic Heritage Month – Sept./Oct.
- Native American Heritage Month – Nov.
- Holidays Around the World - December
- Black History Month (combined with MLK Day) – Jan./Feb.
- Women's History Month – March
- Asian-Pacific American Heritage Month – May
- Cinco De Mayo – May
- Juneteenth – June

For more information, call 409-933-8502 or 409-933-8257.

## CE Lifelong Learning 50 Plus Program (Age 50+)

409-933-8226

### 50 Plus Program Vision

The College of the Mainland 50 Plus Program will be respected regionally and nationally for excellence in the development and delivery of innovative educational opportunities for adults age 50 and older.

### 50 Plus Program Mission

The College of the Mainland Lifelong Learning Program's mission is to provide learning opportunities for adult students 50 years of age and older by offering personal enrichment classes in a positive, accepting and intergenerational environment. The Lifelong Learning Program staff collaborates with academic departments and the community to develop programs that meet existing and emerging educational needs for this population.

### Who Qualifies For This Program?

Any person 50 years of age or better.

### Message From the Director

Welcome to the College of the Mainland Lifelong Learning Program. We are proud to announce that the name of the Senior Adult Program is now the 50 Plus Program and that we are lowering the age for involvement to 50. The 50 Plus Program offers more than 80 classes, lectures, educational day trips, in addition to our extended travel offerings each semester.

You asked. We listened. Due to popular demand, College of the Mainland Lifelong Learning enthusiastically announces the return of extended travel trips. These trips are open to all ages. Call 409-933-8912 for more information.

### 50 Plus Program ID Card Information

50 Plus Program students who register for a (SENR) exercise class or for a 50 Plus Fitness Membership will be provided a free ID card to access the gym on the main campus.

All other students who want an ID to receive the benefits below must pay a one-time \$5 fee. If the ID card is lost or stolen, the replacement cost is \$5. Cash payments can be made at the gym front desk. Debit or credit card payments must be made at the cashier's desk located in the Enrollment Center, and members must take the receipt to the gym front desk to have an ID made. Please bring a valid photo ID when having your senior ID made.

After registering each semester (Fall, Spring, Summer) for a 50 Plus Fitness Membership, you must take the ID card to the gym front desk for activation.

Seniors possessing a valid 50 Plus Program ID card are entitled to the following COM benefits:

- Use of the COM Library
- Use of the Innovations Computer Lab in TVB-1324

- Discount on COM cosmetology services at The Salon at College of the Mainland; call 409-933-8480 for more information.
- Discount on tickets for COM Community Theatre productions and \$10 tickets for preview shows. Call 409-933-8345 for more information.

### College of the Mainland Cosmetology "The Salon"

409-933-8480

Everyone, including students and community members, are welcome to visit the College of the Mainland "The Salon" for client services such as hairstyling, hair cutting, hair coloring, chemical services, facial treatments and nail care, all at an affordable price. The Salon is open Thursdays and Fridays during the Fall, Spring and Summer sessions.



## COM POLICE DEPARTMENT

Located in the COM Police Building

Non-emergencies: 409-933-8403

Emergencies: Ext. 8599

Website: [www.com.edu/police](http://www.com.edu/police)

The COM Police Department provides security for College facilities and assistance to students, visitors, faculty and staff 24 hours a day, seven days a week. COM PD officers regularly patrol campus parking lots. COM PD is housed in the COM Police Building. If nonemergency assistance is needed, call 409-933-8403. In case of emergency, dial 409-933-8599 or ext. 8599 from any campus phone. The police officers of the College of the Mainland function under the authority of the Texas Code of Criminal Procedures and the Texas Education Code with jurisdiction in any county where COM owns or controls property or may operate.

### Services, Community Education and Crime Prevention Awareness Information Center

The Information Center is located in the offices of the COM Police Department in the COM Police Building. Free publications on various topics related to crime prevention and personal safety are available. Topics range from assault prevention to the risk and dangers of drug and alcohol abuse. Students are encouraged to pick up these free publications.

### Additional services offered by the COM Police Department

#### Motor Vehicle Assistance

Assistance is given to individuals whose vehicle requires a battery jump-start. COM PD will also call a tow truck or a locksmith should the need for either service arise. For assistance call 409-933-8403.

#### Courtesy Escorts

This service is provided for members of the campus community who have disabilities and need a police escort from one area of the campus to another. In addition, this service is also available to students during

hours of darkness and employees in security sensitive areas. To arrange for an escort, call 409-933-8403.

#### COM Alert

College of the Mainland uses a rapid notification system called COM Alert to send text, phone and email messages in the event of unscheduled school closings and other emergencies. Individuals may update their contact information at <https://comalert.bbcportal.com/> to ensure they are receiving urgent information.

#### Transportation Assistance for Individuals with Disabilities

Members of the college community who have a physical disability that requires assistance in getting around while on campus can arrange for courtesy transportation by contacting the COM Police Department at 409-933-8403.

#### Temporary Disabled Parking Permits

These temporary permits are issued through COM PD. The applicant must provide a written doctor's statement requesting the permit at the time the request is made. For more information, call 409-933-8403.

#### Public Service Announcements

COM PD disseminates noteworthy developments in crime and crime prevention information on the COM Police Department website at [www.com.edu/campus-police](http://www.com.edu/campus-police).

#### Crime Prevention Presentations

COM PD personnel will provide presentations on request for both on and off-campus groups desiring to learn more about personal safety and reducing the chances of becoming a crime victim. For more information, call 409-933-8403.

## Environmental Security

### Exterior lighting

Proper and efficient lighting is part of the commitment to providing a safe and secure campus environment. All campus parking lots, walkways and building exteriors are well lit to ensure a safe environment. It is part of COM PD's routine duties to survey lighting and report any deficiencies for correction. Members of the campus community are also encouraged to report any deficiencies or recommendations to the COM PD.

### Building Security

The exterior doors on all campus buildings are locked and secured each evening by the Police Department. Checks are conducted on the building exteriors and interiors during the night hours. Doors and security hardware malfunctions and deficiencies should be reported for correction.

### Police Patrol

COM PD is responsible for patrol of the campus on a 24-hour basis. Patrol is conducted on foot or marked motor patrol units. The interior of each building is patrolled as well. Members of the COM community are encouraged to report any emergency or suspicious activity to the Police Department by dialing ext. 599 from any campus phone.

### Campus Parking and Traffic

While the College strives to protect vehicles and private property when on its property, the College assumes no responsibility for care or protection of any vehicle or its contents at any time it is operated or parked on the College campus.

The use or operation of a motor vehicle on COM property is subject to the laws and regulations of the State of Texas, and the policies of the College of the Mainland.

### On-Campus Parking and Parking Decals

Parking is restricted to within the yellow lined parking spaces. Vehicles may not back into parking spaces. There are clearly marked parking facilities for both four- and two-wheeled motor vehicles in all of COM's parking lots. All students who drive a vehicle must display, on the left-hand bottom of their vehicle's back window, a valid COM parking decal. Motorcycles must display their valid COM parking decal on the rear area of the motorcycle that is clearly visible to patrolling COM officers. A student must have a disabled parking decal to park in the disabled zones.

## Traffic and Security Regulations

### Jurisdiction

- A. College of the Mainland Police Department and its officers are commissioned by the Governing Board of Trustees and licensed by the privileges and immunities of Peace Officers in the enforcement of state and federal statutes, and the rules and regulations promulgated by the Board of Trustees of the College of the Mainland (herein referred to as the District).
- B. The criminal laws of the United States, the State of Texas, and the general policies of the District are hereby declared to be in full force and effect on all campuses and property of the District.
- C. College of the Mainland Police officers personnel, as may be designated by the District administration, are empowered by the Board of Trustees to issue District administrative citations for violations of the District Traffic Rules and Regulations. COM Police Officers may be full-time or part-time personnel. Only peace officers can issue citations that can be processed through the courts.

### General Provisions

- A. This publication contains those regulations and procedures applicable to any person who walks, drives and/or parks a vehicle on the campuses of the District. These rules and regulations are supplementary to the statutes of the State of Texas.
- B. The District is not responsible for fire, theft, damage to or loss of any vehicle parked and/or operated on a campus of the District. No bailment is created by granting any parking or operating

privileges regarding a vehicle on any property owned, leased or otherwise controlled by the District.

- C. The District reserves the right, under TRC 545.305, to impound, or cause to be impounded any vehicle found in violation(s) of the Texas Motor Vehicle Laws or Parking and Traffic Rules and Regulations of the District.
- D. The District shall not, nor shall any of its employees, be liable or assume any responsibility for the loss and/or damage suffered because of such impoundment or relocation of a vehicle.
- E. Proof of the fact that any parking or traffic control device, sign, signal or marking was actually in place at any location on a District campus shall constitute evidence that the same is official and was installed under the authority of appropriate law and these regulations.
- F. On special occasions and in emergencies, COM Police Department may impose temporary parking and traffic control restrictions. These temporary restrictions shall have all the force of their written regulations, and shall be subject to the same penalties.

### Traffic and Parking Regulations

- A. The purpose of these regulations is to provide for the safety and welfare of students, employees, visitors and guests, and to provide for the control of traffic and parking.
- B. It shall be a violation to commit any act prohibited by these regulations or fail to do any act required by these regulations.
  - 1. Vehicles operated or parked on the campus must comply with all State laws, and the Parking and Traffic Rules and Regulations of the District.
  - 2. All vehicles operated are expected to

- exercise due caution on all parts of the campus with particular regard for the safety of pedestrians. The speed limit is 15 miles per hour on all campus roads unless otherwise posted. Slow to 10 miles per hour or slower at crosswalks, buildings and parking lot entrances, in parking lots, or other congested areas.
3. The operation of a vehicle shall be restricted to the campus drives, streets, and parking lots.
  4. No person shall fail or refuse to comply with any lawful order or direction of anyone with the authority to direct, control and regulate traffic.
  5. The driver of any vehicle involved in a collision shall immediately stop at the scene of such accident or collision, and by the quickest means of communication report such accident or collision to the COM Police Department at Ext. 8403.
  6. All vehicles are required to stop completely at each stop sign and then proceed cautiously.
  7. No operator of a vehicle shall drive beyond a barricaded area or where prohibited by temporary or permanent signs, and no operator or person shall remove such barricade or sign.
  8. No person in control or possession of a motor vehicle shall bring the same to a sudden start or stop in a parking lot or street or accelerate or race the motor so as to cause loud noise calculated to disturb the person or persons present.
  9. No person in control or possession of a motor vehicle equipped with audio equipment shall play such device(s) to the extent that such sounds are disruptive to the environment of the campus.
  10. The operator of a vehicle shall yield the right of way to pedestrians in crosswalks.
  11. Every pedestrian crossing a roadway at any point other than a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right of way to all vehicles upon the roadway (TRC 522.005).
  12. Parking is restricted to yellow-lined parking spaces. Parking entirely within the marked boundaries of the parking space is required at all times. The fact that other vehicles are parked improperly shall not constitute an excuse for parking with any part of the vehicle extended beyond the marked boundaries of the parking space.
  13. No vehicle may be parked in any area that has not been marked or desig-

nated a parking space.

14. Vehicles shall not be parked in a manner that obstructs walkways, sidewalks, ramps, loading zones or marked crosswalks. Parking is not allowed where prohibited signs, red curbs or other markings are on streets or parking lots.
15. It is prohibited to park, or let stand, a motor vehicle in a loading zone or service drive unless actually loading or unloading material or equipment. If the time for loading or unloading exceeds more than 30 minutes, COM Police Department must be notified of the extended parking requirements.
16. No person shall park, or let stand, a motor vehicle on campus for more than 48 hours without prior authorization. Vehicles found in violation may be considered abandoned and removed as provided in TRC 6883.002, VCS Art. 447-9a, Sec. 5.01.
17. Other parking violations include parking against the flow of traffic, and parking in a disabled space without a disabled sticker. A Justice of the Peace citation may be issued to any person who parks a vehicle in a disabled space without a handicap sticker.

### Enforcement

The District reserves the right to enforce traffic rules and regulations:

1. Through the impoundment of vehicle in violation of Texas State Statutes and the Parking and Traffic Rules and Regulations of the District;
2. By barring the re-admission to the District and withholding grades, degrees, refunds, and official transcripts of any student or non-payment of outstanding administrative fees;
3. By disciplinary action against employees or students who fail to abide by

these regulations or fail to pay outstanding administrative fees.

- a. Parking reinstatement fees and/or fines are assessed for each parking violation committed. The fee/fine is \$4 if paid within 10 school/work days. If not paid within the 10 days, the fee/fine will automatically increase to \$8. For parking in disabled spaces without the proper disabled sticker or tags, the fee/fine is \$10 and if not paid within 10 school/work days, the fee/fine automatically increases to \$20;
- b. Fees/fines may be paid at the Cashier's Office counter located in the Enrollment Center along with the violation notice(s).
- c. It shall not be a defense to a violation of these Rules and Regulations that a citation was removed from a vehicle after said citation had been placed on the vehicle.
- d. If the operator believes that the citation is unwarranted, he or she may report to the COM Police Department office located in the COM Police Building within 10 school/work days of the issuance of the citation.

## PERSONAL HEALTH AND SAFETY

### HIV/AIDS/Communicable Diseases Policy

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy and tuberculosis. For the purposes of this policy, the term "HIV

infection” shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immuno-deficiency virus. The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus activities solely on the ground that they have a communicable disease. The College reserves the right to exclude a person with a communicable disease from College facilities, programs and functions if the College makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community. The College’s decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student with a communicable disease. [See DBB (L)]

The College shall comply with all pertinent statutes and regulations that protect the privacy of persons in the College community who have a communicable disease.

The College shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect in all offices of the College.

College of the Mainland offers a comprehensive education program about HIV infection for members of the College community. To pick up a copy of the educational pamphlet on HIV infection issued by the Texas Department of Health, stop by the counseling center on the second floor of the Student Center or the gym lobby. Information about HIV programs offered at COM can be obtained by calling 409-933-8379.

### **Meningitis Vaccination Requirement**

Effective January 1, 2012, all entering students are required to show evidence of an initial bacterial meningitis vaccine or a booster dose during the five-year period preceding and at least 10 days prior to the first day of the first semester in which the student initially enrolls at College of the Mainland. There are limited exceptions to this requirement including students who are 22 years of age or older. For more information, visit [www.com.edu/admissions/meningitis-vaccinations](http://www.com.edu/admissions/meningitis-vaccinations).

### **Personal Safety Tips**

- Register your vehicle with Campus Police.
- Keep your vehicle locked. Don’t leave your keys in your car and lock personal property in your trunk.
- Before entering your car, check for possible break-ins. If one did occur, report it immediately to COM Police Department (COM PD).
- Personal property should never be left

unattended. Keep property with you at all times.

- Make a record of personal property, and record serial numbers.
- Promptly report to COM PD all suspicious persons, unusual situations or actions, suspicious questions or dangerous situations.

### **Medical Emergencies**

COM PD is available and should be contacted for medical emergencies, too. Officers are trained in emergency first aid. For more serious injuries and conditions, COM PD dispatches medical assistance from the Texas City Fire Department and ambulance.

### **Student Insurance**

The College does not provide District-sponsored insurance coverage for students while enrolled at COM. It is the student's responsibility to carry personal medical insurance. All students are encouraged to carry personal health and/or minor medical insurance. If a student does not have such coverage, there are informational brochures available in Room 111 of the Student Center for the student's benefit. The College does not promote one company's product over another.

### **Tobacco Policy**

COM is a tobacco-free institution. No use of any tobacco products is permitted. Smoking is allowed inside private vehicles if it is located in an approved designated parking area. Students are also permitted to smoke if no further than 10 feet from the streets or roads around the campus grounds. Smoking in the back of pickup trucks is permitted but is confined to the bed of the truck and not on the tailgate. Violators will be subject to a citation, disciplinary sanctions or expulsion from campus. Fines for violating the tobacco

policy are \$25 for the first violation and \$50 for the second offense. A third offense will result in a referral to the College president, or designee, for disciplinary action up to and including expulsion from the campus.

### **Drug and Alcohol Policy**

College of the Mainland supports a drug-free campus for students. While on school premises during any school term or off school premises at a school-sponsored activity, function or event, no student shall possess, use, transmit or attempt to possess, use or transmit or be under the influence of (legal intoxication not required) any controlled substance or dangerous drug as defined by law, including alcohol or any alcoholic beverage, any abusable glue, aerosol paint or any other volatile chemical substance for inhalation and any other intoxicant or mood-changing, mind-altering or behavior-altering drugs. The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited. Students who violate this policy shall be subject to appropriate disciplinary action, which may include referral to drug and alcohol counseling or rehabilitation programs, referral to student assistance programs, suspension, expulsion and referral to appropriate law enforcement officials for prosecution. A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this policy.

Students who are experiencing a problem or difficulty with alcohol or drug abuse are strongly encouraged to become familiar with and use the counseling services that are offered by the College as well as the College's Drug and Alcohol Abuse Prevention Policy.

### **Reporting Accidents,**



## **Criminal Activities or Medical Emergencies**

It is important that you contact COM PD immediately at 409-933-8599 in the event of a motor vehicle accident, criminal incident or medical emergency. This is the COM emergency number and is staffed 24 hours a day, seven days a week. It can be dialed from any phone on campus. When you dial 599, be prepared to give the following information to the dispatcher as calmly as possible:

- Your name and location;
- The type of emergency and location;
- Injuries if known; and
- Description of person(s) involved.

Remain on the phone until the dispatcher tells you to hang up. The dispatcher will call for an ambulance and/or the fire department, if needed. For non-emergency situations, call 409-933-8403.

If you are the victim of a sexual assault, do not clean or dispose of anything that could be preserved as evidence. COM PD will assist you in securing proper medical attention, the Crime Victim Assistance Officer will assist with follow-up services and resources, and the Vice President for Student Services will work with you in evaluating any changes relating to you academic needs.

Disciplinary actions may be requested against the perpetrator of a sexual assault and the College may impose sanctions. The accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accused and the accuser shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. Several resources are available on the topic of sexual assault and prevention at the COM Police Department Information Resource Center located in the COM Police Building.

Empower yourself through education.

The College of the Mainland Police Department maintains direct radio and telephone contact with the Texas Department of Public Safety, Galveston County Sheriff's Office, the Texas City Fire Department and services. Assistance can be obtained immediately.

## **Violent Crime Control and Law Enforcement Act of 1994 Section 170101(j)**

This act requires persons who must register as sex offenders to provide notice to the state if they are enrolled or employed at an institution of higher education, as required by state law. States, in turn, must make the information available to law enforcement agencies having jurisdiction where the institution is located. Under section 14071 (j), information concerning registered sex offenders enrolled as students or employed by COM may be obtained from the COM PD located in the COM Police Building.



## COM Clery Act Crime Statistics

<b>Offense</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Total</b>
Murder	0	0	0	0
Forcible Rape	0	0	0	0
Non-Forcible Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Simple Assault	0	1	4	5
Hate Crimes	0	0	0	0
Stalking	0	0	0	0
Harassment/Threats	2	2	1	5
Burglary	0	0	0	0
Burglary of a Vehicle	0	0	0	0
Burglary Coin Op Machine	0	0	1	1
Theft (except motor Vehicle)	10	21	4	35
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Forgery & Counterfeiting	0	0	0	0
Embezzlement/Fraud	0	0	0	0
Criminal Mischief	2	0	3	5
Weapons Charges	0	0	0	0
Weapons Arrests	0	0	0	0
Narcotic Violations	0	0	0	0
Dangerous Drug Violations	0	0	0	0
Marijuana Violations	0	0	0	0
Drug Law Arrests	0	0	0	0
Gambling Violations	0	0	0	0
Family Violence	0	0	0	0
DUI	0	0	0	0
Liquor Law Arrests	0	0	0	0
Drunk in Public	1	0	1	2
Disorderly Conduct	4	2	7	13
All Other Offenses (except traffic)	0	0	6	6
Auto Accidents	0	2	2	4
Traffic Violations	36	49	42	127
Parking Violations	218	350	403	971
Smoking Violations	11	29	9	49
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0

For up-to-date information, visit [www.com.edu/police](http://www.com.edu/police).



## USEFUL INFORMATION

### Set Up Your Personalized Accounts

- WebAdvisor
- COM email
- Online Payment Plans

College of the Mainland is pleased to offer convenient online services to make it easier for you to register for classes, create a personalized COM email account and set up a payment plan that fit your budget needs. All of these can be done from any Internet-access computer. Now you can save time, avoid lines and beat the rush. Instructions for accessing these convenient services are printed below.

### **Think you'll need help with setting up WebAdvisor, E-cashier, Email?**

Assistance is available in person and by phone, 409-933-8663, through the Student Help Center located in the Enrollment Center. Assistance will also be available during scheduled New Student Orientations and announced workshops on campus. Continuing students who have not done so are strongly encouraged to get their WebAdvisor account created.

### **Basic Tips**

- Write usernames and passwords down so you don't forget them and keep them in a safe place.
- Don't share your information with anyone as you may be liable for any actions taken through your accounts.
- Use the Student Help Center anytime.

- For technical assistance, click on the HELPDESK arrow located on the WebAdvisor homepage (bottom left) and fill out the required information.

### **To Create a WebAdvisor ID and Password**

You will need your User ID and Password to access WebAdvisor. The User ID and Password for WebAdvisor can also be used to access your BlackBoard and COM email.

#### **First-Time Users**

1. Go to [www.com.edu](http://www.com.edu)
2. Click on WebAdvisor Login.
3. Click on What's My USER ID/COM ID?
4. Enter in your last name and social security number or COM ID.
5. Click Log In.
6. Your Web ID is your User ID and your COM ID is your password.
7. Click on the blue icon, Students to get started.

#### **Forgot User ID/Password?**

1. Click on What's My USER ID/COM ID?
2. Enter in your last name and social security number or COM ID.
3. Click Log In.
4. Your Web ID is your User ID and your COM ID is your password.
5. Click on the blue icon, Students, to get started.

#### **Access Student Planning Module**

1. Go to the College of the Mainland website [www.com.edu](http://www.com.edu)
2. Scroll down to the Get Connected section and click the WebAdvisor button
3. Login to your WebAdvisor Account
4. Under the blue Academic Planning banner, click Student Planning

#### **To Search for and Register in Credit Classes Using Student Planning**

1. Click on Plan your Degree & Register for Classes
2. Click on Plan & Schedule
3. Click on Schedule
4. Click View other sections to select days and times
5. Move through available sections by clicking the arrows.
6. Notifications will appear once the section has been planned
7. Please be aware of section availability
8. If the plan course is full it will be outlined in Red.
9. Register for all planned courses by clicking Register Now button on the top right hand corner
10. Registration errors will appear under notifications and on the left hand side of the screen
11. You must remove one of the conflicting courses before proceeding with registration.
12. To register for an individual course click the Register button.
13. You will know you have successfully registered for the course when the block turns Green.

#### **To Drop a course in Student Planning**

14. If you would like to drop the course click Drop button and update.
15. Developmental courses cannot be dropped using Student Planning, meet with an Academic Advisor
16. Once you have finalized your schedule and registered for courses remove any planned courses.
17. Click the grey X to remove the planned course.

### To View and Print Your Class Schedule

1. Click the Print icon
2. The Print button is found on the Schedule tab under the Plan & Schedule menu

### To Create an Online Payment Account

To help you plan for and meet your educational expenses, COM is pleased to offer a Payment Installment plan through e-Cashier online at [www.com.edu](http://www.com.edu). Students must have a WebAdvisor ID (account) in order to use e-Cashier. E-Cashier makes paying your tuition affordable and convenient by using a credit card or an ACH bank draft. Students can pay in full or spread out their tuition in smaller, monthly payments throughout the semester and avoid long lines by paying online.

To access e-Cashier directly, go to [www.com.edu](http://www.com.edu), click Pay Online and complete steps 4-6 below.

### To Access e-Cashier through WebAdvisor

Step #1: Log into your WebAdvisor account (please read and follow instructions carefully).

Step #2: Register for classes (if you haven't already done so).

Step #3: Under the Financial section, click on Make a Payment (FACTS) on the current students menu.

Step #4: Click on NBS Payment Plan for the selected term.

Step #5: Click Next Step to begin the payment plan.

By setting up an account through e-Cashier, you will be entering a legal agreement with a third-party company to handle your account. Any problems or concerns you have must be directed to the company. Read all instructions carefully and make sure you remember your account information as COM does not have access to it.

### To Create Your COM Email Account

#### Step #1:

Go to [www.com.edu](http://www.com.edu), click on Office 365 Email Login.

#### Step #2:

Your User ID is the same as your WebAdvisor User ID with, @com.edu.

For example, if your User ID is jdoo, then your Email User ID is [jdoo@com.edu](mailto:jdoo@com.edu).

Your initial password is your seven-digit COM ID number. If your COM ID number is, for example, 723, you must add four zeros in front of 723 to make it seven digits (0000723).

#### Step #3:

You have now set up your email account.

It is strongly recommended that you change your password for security purposes at <http://password.com.edu>.

## FACTS / E-CASHIER PAYMENT PLANS

### College of the Mainland and FACTS Partnering to Help Students Budget for Higher Education

#### To Pay Online...

First, register for classes by logging into WebAdvisor. Within WebAdvisor, select the Setup Payment Plan/Make a Payment (FACTS) option after confirming your schedule and tuition balance. Follow the on-screen instructions to verify your payment amount and to proceed to the e-Cashier site to complete a payment agreement.

#### To Check Your Account

Log on to your MyFACTS Account, using your FACTS user ID and password. If you have forgotten or misplaced yours, contact FACTS at 800-863-2287 or [account@factsmgt.com](mailto:account@factsmgt.com).

To help you meet your educational expenses, College of the Mainland is pleased to offer FACTS as a convenient budget plan. It is not a loan; therefore, you have no debt, there are no interest or finance charges assessed, and there is no credit check.

The cost to budget monthly payments is a \$25 per-semester, nonrefundable FACTS Enrollment Fee. If you elect to use the full payment option, you must enroll online, and there is a \$2 nonrefundable FACTS Enrollment Fee. Remember, full payments are deducted immediately. The FACTS Enrollment Fee is automatically deducted from your account within 14 days of your agreement being posted to the FACTS system.

The payment is automatically deducted on the fifth of each month from a checking or savings account. You may also have your payment charged to your credit card. If you elect to use your credit card, only VISA, MasterCard or Discover Card may be used. Please note: check, debit and ATM cards may be returned

unpaid due to daily limit restrictions imposed by your bank.

If your payment on the fifth is not successful, it will be reattempted on the 20th of the month. Any time a payment is returned, you will receive notification from FACTS on how the returned payment will be handled. Your FACTS agreement will be processed until the balance owed is paid in full.

For each returned payment, FACTS assesses a \$30 FACTS Returned Payment Fee. FACTS Returned Payment Fees are automatically deducted from the account you have provided. If your FACTS Returned Payment Fee is returned, it will be reattempted. FACTS Returned Payment Fees are payable to FACTS.

FACTS Enrollment Fees and Returned Payment Fees are subject to change in future academic years or semesters, unless otherwise agreed by FACTS Management Company and College of the Mainland. Interest earned on all custodial funds held by FACTS is payable to FACTS Management Company.

If you have questions, please call College of the Mainland Financial Services Office at 409-933-8377 or 409-933-8620 or FACTS at 800-609-8056.

#### Completing the FACTS Agreement

When you apply online be sure to have the following information:

- Seven-digit COM ID number as assigned by College of the Mainland;
- The name and address of the person responsible for making the payments;
- Account information for the responsible person.
  1. If paying by automatic bank payments, you will need the financial institution's name, telephone number, account number and the financial institution's routing number. Most of this information is located on your check.
  2. If paying by credit card, you will need the credit card number and expiration date.

## WHERE TO GO TO GET ANSWERS

### **Adult Education (ESL, ABE, GED) – pg. 35**

Adult Education Department  
Learning Resource Center (LRC) Suite C  
409-933-8294

### **Admissions and Records – pg. 7**

Enrollment Center, Rm. 139  
409-933-8264

### **Books/School Supplies – pg. 35**

Bookstore, Student Center, First Floor  
409-933-8239

### **Career Services – pg. 12**

Career Services/Choosing a Major  
Student Success Center

### **Enrollment Center, Rm. 158**

409-933-8379

### **Child Care Services – pg. 36**

Child Development  
Lab School, 409-933-8390

### **Continuing Education Lifelong Learning**

#### **50 Plus Program – pg. 38**

409-933-8226

### **Degree Plan – pg. 11**

Student Success Center  
Enrollment Center, Rm. 158  
409-933-8379

### **Dropping/Changing a Class**

Student Success Center  
Enrollment Center, Rm. 158  
409-933-8379

### **Financial Aid – pg. 9**

Student Financial Services  
Enrollment Center, Rm. 150  
409-933-8274

### **Food Services**

Snack Bar, Student Center, First Floor  
409-933-8415

### **GED Testing – pg. 13**

Testing Center  
Enrollment Center, Rm. 126  
409-933-8676

### **Grade Change**

Faculty, Faculty's Office

### **Graduation Supplies/Regalia**

Bookstore, Student Center  
409-933-8239

### **Graduation, Applying for – pg. 8**

Admissions and Records  
Enrollment Center, Rm. 139  
409-933-8264

### **Help Center – pg. 13**

Enrollment Center, Lobby  
409-933-8663

### **ID Card, New/Replace – pg. 7**

Gym  
409-933-8422

### **International Student Advisor – pg. 6**

Admissions and Records  
Enrollment Center  
409-933-8653

### **Internet Access/Personal Email – pg. 33**

Innovations Lab  
Technical Vocational Building (TVB), Rm. 1324  
409-933-8370

### **Library Services – pg. 32**

Library, Learning Resource Center (LRC)  
409-933-8205

### **Loans - Short Term – pg. 9**

Student Financial Services  
Enrollment Center, Rm. 150  
409-933-8274

### **New Student Orientation – pg. 6**

Student Success Center  
Enrollment Center, Rm. 158  
409-933-8379

### **Noncredit Classes**

#### **(Continuing Education) – pg. 35**

Continuing Education Office  
Technical Vocational Building (TVB), Rm. 1475  
409-933-8586

**Off-Campus Employment Opportunities – pg. 12**

Student Success Center  
Enrollment Center, Rm. 158  
409-933-8379

**Other/Not Sure What I Need – pg. 7**

Welcome Center  
Enrollment Center Lobby  
409-933-8227

**COM Operator (Switchboard)**

409-938-1211, Ext. 0

**Parking (Decals) – pg. 11**

Campus Police  
409-933-8403

**Personal Concerns – pg. 11**

Student Success Center  
Enrollment Center, Rm. 158  
409-933-8379

**Placement Tests/Credit by Exam – pg. 13**

Testing Center  
Enrollment Center, Rm. 126  
409-933-8676

**Police/Crime Awareness – pg. 40**

COM Police Department  
409-933-8403

**Posting Signs/Notices on Campus – pg. 37**

Student Life Office  
Student Center, Rm. 116  
409-933-8180

**Records/Transcripts**

Admissions and Records  
Enrollment Center, Rm. 137  
409-933-8264

**Recreation – pg. 7**

Physical Education Bldg. (Gymnasium)  
409-933-8190

**Registering for Classes**

Student Success Center  
Enrollment Center, Rm. 158  
409-933-8379

**Registration Help – pg. 13**

Student Help Center  
Enrollment Center, Lobby  
409-933-8663

**Reporting an Accident/Crime – pg. 46**

COM Police Department  
409-933-8403

**Scholarships – pg. 11**

Foundation Office  
Appomattox Square, Ste. 13  
409-933-8508

**Student Clubs and Organizations – pg. 14**

Student Life  
Student Center, Rm. 116  
409-933-8180

**Student Government – pg. 14**

Student Life  
Student Center, Rm. 116  
409-933-8180

**Students with**

**Disabilities Services – pg. 12**

Student Success Center  
Enrollment Center, Rm. 158  
409-933-8379

**Transferring Credits**

Student Success Center  
Enrollment Center, Rm. 158  
409-933-8379

**Veterans Affairs – pg. 11**

Enrollment Center, Rm. 148  
409-933-8455 or 8247

**Welcome Center – pg. 7**

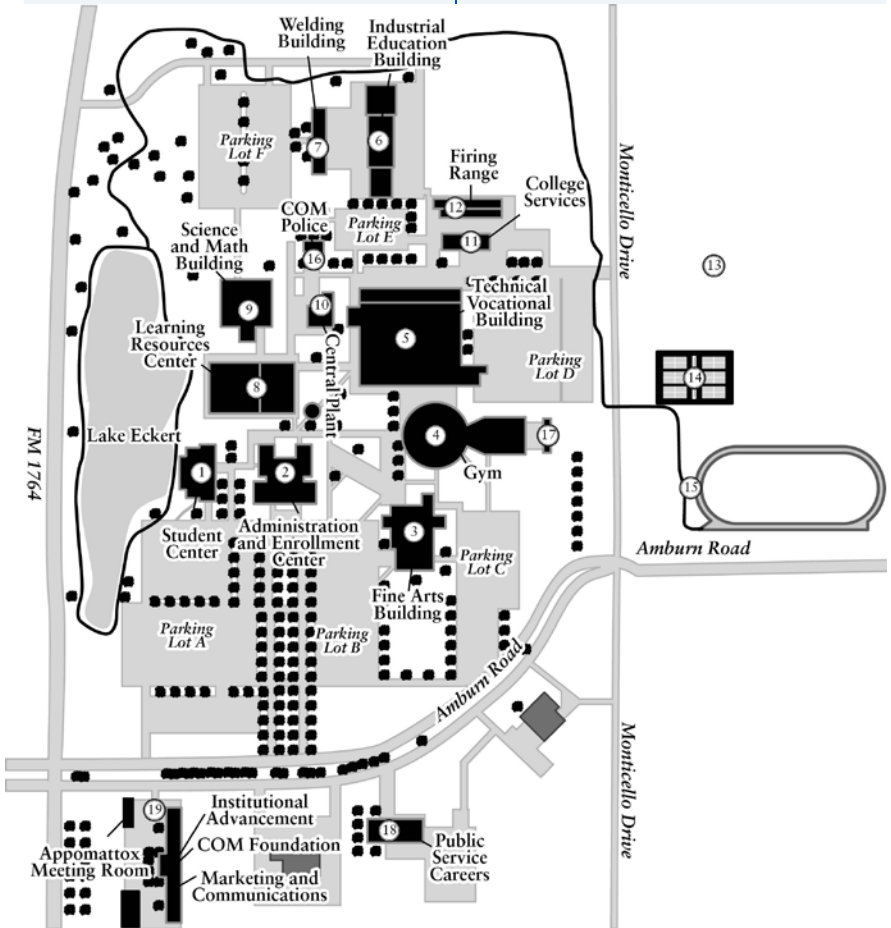
409-933-8227



# College of the Mainland®

1200 Amburn Road • Texas City, Texas 77591

[www.com.edu](http://www.com.edu)



### LEARNING CENTERS:

COM Cosmetology Lab/Offices  
 Gulfway Plaza Outlet Mall  
 15009 Delaney Road  
 La Marque, Texas

COM Learning Center – Delmar  
 1130 Delmar at Laurel  
 La Marque, Texas

COM Learning Center – North County  
 200 Parker Court at FM 518  
 League City, Texas

COM Learning Center – Allied Health Center  
 200 Parker Court at FM 518  
 League City, Texas

Gulf Coast Safety Institute  
 320 S. Delaney Road  
 La Marque, Texas



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YEARS

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the Mainland*

